

Change #18**SECTION XII****2 Instructional Faculty Personnel Regulations**

3
4
5 Changes in regulations affecting the Instructional faculty are recommended by the Provost to the President after
6 adequate consultation with the faculty and other appropriate constituencies of the University.

7
8 1. Authorization of Positions
9 The Provost, with the approval of the President, authorizes all new and replacement full-time faculty
10 positions and approves the qualifications for each position. The final approval of candidates to fill such
11 position(s) is made by the ~~Board of Visitors~~ **President and reported to the Board of Visitors.**

12
13 2. Information on Appointments to the Faculty

14 a. Non-Discrimination and Equal Opportunity
15 The University is fully committed to access and opportunity for all persons. Therefore, the University
16 does not unlawfully discriminate.

17
18 b. Types of Instructional Faculty Appointments
19 The University makes eight types of appointments to the Instructional faculty. These are: adjunct;
20 temporary; part-time; sponsored research; restricted; probationary; tenured; and terminal.

21
22 The minimum qualifications for all faculty, including adjuncts, who are appointed to the Instructional
23 Faculty to teach undergraduate and/or graduate courses are:

24
25 Undergraduate courses – Faculty should hold an earned doctorate, other appropriate terminal degree, or
26 master's degree in the discipline taught. Faculty holding an advanced degree in another discipline should
27 have completed at least 18 graduate hours in the discipline taught.

28
29 Graduate courses – Faculty should hold an earned doctorate or other appropriate terminal degree in the
30 discipline taught.

31
32 Exceptions can be made for persons not meeting the minimum qualifications, but who are considered by
33 the department to possess other demonstrated competencies and achievements that will contribute to
34 effective teaching and student learning outcomes. Exceptions must be authorized by the Provost.

35
36 1) Adjunct Appointments are made for one semester at a time to provide for specific defined projects
37 not requiring a full- time appointment. A person holding an adjunct appointment normally teaches
38 one or two courses during a semester. Adjunct appointments have no continuing status but may be
39 renewed if the need exists. Adjunct appointments provide no fringe benefits, and do not carry
40 academic rank.

41
42 2) Temporary Appointments are those made for periods not exceeding six months to provide for
43 specific, defined projects, for peak workloads, and for short-term replacements of permanent
44 employees on leave of absence when a full-time appointment is not required. Temporary
45 appointments have no continuing status and provide no fringe benefits.

46
47 3) Part-time Appointments are made for periods not exceeding one academic year to augment the
48 strength or expertise of the faculty on specific, defined projects not requiring a full-time

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

90
appointment. Part-time appointments have no continuing status, but a new 1 appointment may be made

2 at the discretion of the University. Part-time appointments provide no fringe benefits.

3

4 4) Sponsored Research Appointments are made for specific research projects. The length of the
5 appointment and benefits, if any, are subject to the terms of the research contract.

6

7 5) Restricted Appointments are one-academic-year appointments. Restricted appointments have no
8 continuing status, but a new appointment may be made by the provost, acting upon the
9 recommendation of the dean and the department chair. These appointments are typically made to
10 replace a faculty member on leave; to fill a position of doubtful permanency; to allow for an
11 extended period of recruitment for a probationary appointment; or to employ visiting faculty and
12 therefore are not normally indefinitely renewed. Any position which has been filled by a restricted
13 appointee or appointees for six consecutive years or more will be reviewed for purposes of
14 appointing a probationary appointee to the position. Restricted appointments provide fringe
15 benefits.

16

17 6) Probationary Appointments are tenure track appointments which terminate automatically at their
18 expiration date. New probationary appointments may be made by the University at its discretion for
19 a total of not more than six (6) years until tenure is granted or denied. The University is not
20 obligated to show cause when no new appointment is made. Probationary appointments provide
21 fringe benefits.

22

23 7) Tenure Appointments entitle the holders of such appointments to be offered each academic year,
24 employment for the succeeding academic year at an academic year salary and academic rank no less
25 than the stipulated academic year salary and academic rank of the preceding academic year, subject
26 to the contractual terms and conditions of employment which exist from period to period. Tenure
27 appointments provide fringe benefits.

28

29 8) Terminal Appointments are given to provide adequate notice of termination of employment.
30 Terminal appointments are for no more than one year and are not renewable. Terminal
31 appointments provide fringe benefits.

32

33 c. Procedures for Recruiting and Initial Appointment of Full-Time Instructional Faculty

34 1) Establishment of Positions

35 Requests for new or replacement positions are initiated by the Department Chair and are reviewed by
36 the Dean of the College/School. If the Dean concurs there is a need for a new or replacement
37 position, the Dean forwards the request to the Provost. If the Provost agrees and if there are
38 sufficient financial resources to support the position, the new or replacement position will be created.

39

40 2) Recruitment Phase

41 a) Initiation of Search Process

42 Once a position has been established, the Department Chair secures permission to recruit by
43 filling out the first two sections of Form AP-15F (Position Information and
44 Recruitment/Advertising) and obtaining the appropriate signatures. For Instructional Faculty
45 these would include the following: Department Head, Dean, Provost, Chief Budget Officer, **and Director of Equal
Opportunity and Faculty Recruitment.**

46 ~~General Counsel.~~ For Administrative/Professional Faculty these would include the following:

47 Director/Supervisor, ~~Dean of Students/Vice President/Provost/Chief of Staff,~~ Chief Budget Officer, and ~~General
Counsel-Director of Equal Opportunity.~~

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

91

b) Appointment 1 of Search Committee

2 The Department Chair appoints a Search Committee of at least three and no more than five
3 members. The Search Committee will meet with the Director of Equal Opportunity and Faculty

4 Recruitment to discuss the requirements of the position, to write the advertisement, and to
 5 discuss where the placement of the advertisement will be most effective. The Director of Equal
 6 Opportunity and Faculty Recruitment will place all advertisements; therefore the Search
 7 Committee must make sure that any necessary contact information for any publication, website,
 8 etc. is brought to the Director's attention.

9

10 c) Scope of Search

11 Unless there are exceptional circumstances, all searches will be national in scope. Searches may
 12 be limited to the local area with the prior express approval of the Director/Supervisor
 13 Administrative/Professional)/Department Chair (Instructional), Dean (**Instructional**), Vice President **or Chief of Staff**
 14 (Administrative/Professional)/Provost (Instructional), **and** Director of Equal Opportunity and Faculty
 15 Recruitment. ~~and General Counsel~~. In exceptional circumstances, an appointment may be made
 16 without a search. The requestor must fill out the Request To Modify Instructional and
 17 Administrative/Professional Faculty Search Process Form and attach a memorandum which
 18 provides a detailed explanation as to why the search process should be waived. This form must
 19 then be approved and signed by the Dean (Instructional)/Vice President
 20 (Administrative/Professional), **Director of Equal Opportunity General Counsel**, and Provost (Instructional) or Chief of Staff
 21 (Administrative/Professional).

22

23 d) Processing of Applications

24 All applications will be sent to the Director of Equal Opportunity and Faculty Recruitment who
 25 will be responsible for mailing the letters acknowledging receipt of each candidate's application.
 26 This letter will also request voluntary EEO information of each candidate (race, gender, age,
 27 and disability status). A franked envelope with postage pre-paid and addressed to the Director
 28 of Equal Opportunity and Faculty Recruitment will be included with acknowledgement letter.
 29 The Director of Equal Opportunity and Faculty Recruitment will collect all EEO data of which
 30 none will be disclosed to the Search Committee. The Director of Equal Opportunity and Faculty
 31 Recruitment will maintain a database to include each the mailing information and EEO data of
 32 each candidate.

33

34 3) Screening Phase

35 a) Review of Applications by the Search Committee

36 The Director of Equal Opportunity and Faculty Recruitment will forward the applications to the
 37 Search Committee on the date that the application review is to begin as stated in the position
 38 advertisement. An Applicant Flow Log that lists all of the candidates alphabetically will also be
 39 included with the applications. If an application is missing any letters of recommendation or
 40 transcripts, it is recommended that the Search Committee contact the candidate and ask them to
 41 forward the missing materials. The Search Committee should take caution and only talk to the
 42 candidates about the missing information and avoid any conversation that would take the form of
 43 an interview no matter how informal. Once the applications are received, all members of the
 44 Search Committee will individually review each one. (Minimum qualifications for each
 45 academic rank are listed in Section XI.8.c.3). The Search Committee will not at any time have
 46 direct knowledge of the race, gender, age, or disability status of any candidate. The Search
 47 Committee will then meet to discuss all applications. During this meeting, the Search
 48 Committee, by consensus if possible, will divide the applications into three categories as noted
 49 on the Applicant Flow Log: (1) Initial Non-Selection (Definite Rejections), (2) Additional

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

92

Consideration But Not Selected (Possible Interviews), and (3) Selected 1 For Telephone Interview
 2 (Telephone Interviews).

3

4 b) Selecting Persons for a Telephone Interview

5 If the number of Telephone Interviews is at least three, then those persons are to be interviewed.
 6 If the number of Telephone Interviews is less than three, the Search Committee will reevaluate
 7 the persons in the Possible Interviews category. Once the Search Committee is in agreement

8 with the selections for each category, the appropriate column by each candidate will be checked
 9 on the Applicant Flow Log. The Search Committee will not specify a reason why someone was
 10 or was not selected. However, the Search Committee is strongly encouraged to keep careful
 11 personal notes. The Director of Equal Opportunity and Faculty Recruitment will review the
 12 Search Committee's selections after receiving a completed copy of the Applicant Flow Log and
 13 address any concerns that may have arisen with the Search Committee. Once the Director of
 14 Equal Opportunity and Faculty Recruitment has approved the selections, the persons who were
 15 chosen may be contacted for a telephone interview.

16

17 c) Selecting Persons for a Campus Interview

18 Once the Search Committee has conducted all telephone interviews, two candidates will be
 19 selected for campus interviews. After the Search Committee is in agreement with the selections
 20 for campus interviews, the appropriate column (Selected for Campus Interview) will be checked
 21 on the Applicant Flow Log and forwarded to the Director of Equal Opportunity and Faculty
 22 Recruitment for review. The Search Committee will not specify a reason why someone was or
 23 was not selected. However, the Search Committee is strongly encouraged to keep careful
 24 personal notes. Once the Director of Equal Opportunity and Faculty Recruitment has approved
 25 the selections and addressed any concerns that may have arisen with the Search Committee, the
 26 persons that were chosen may be contacted for a campus interview. The Search Committee is
 27 responsible for making sure that the appropriate Dean and the Provost are also scheduled to
 28 meet with each candidate that is being interviewed on campus.

29

30 d) Exceptions to the Required Number of Candidates to be Interviewed

31 With the proper authorization, the Search Committee may conduct fewer than three telephone
 32 interviews. Express prior approval of the Provost/appropriate Vice President, Director of Equal
 33 Opportunity and Faculty Recruitment ~~and the General Counsel~~ is required.

34

35 With proper authorization, the Search Committee may interview fewer than two persons or more
 36 than two persons on campus. Express prior approval of the Provost/appropriate Vice President, ~~and~~
 37 Director of Equal Opportunity and Faculty Recruitment ~~and the General Counsel~~ is required.

38

39 ~~In determining whether to approve exceptions, the General Counsel review is limited to legal~~
 40 ~~issues.~~

41

42 e) Exceptions to the Telephone Interviews

43 With proper authorization, the Search Committee may forgo the telephone interviews. Express
 44 prior approval of the Provost/appropriate Vice President, ~~and~~ Director of Equal Opportunity and
 45 Faculty Recruitment ~~and the General Counsel~~ is required.

46

47 4) Interviewing Phase

48 a) Developing Interview Questions

49 Prior to conducting any interviews, the Search Committee will meet with the Director of Equal
 50 Opportunity and Faculty Recruitment to discuss the following: (1) what questions are

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

93

impermissible; (2) how to phrase any troubling questions 1 so that the questions will be
 2 permissible; and (3) any other concerns that the Search Committee may have about the search.

3

4 b) Search Committee Interviews

5 The Search Committee will then conduct the interviews. There are no standard questions in the
 6 interview, and there is no requirement that the same questions be asked of all the candidates.

7 The Search Committee is presumed to have the knowledge to ask appropriate questions and to
 8 avoid impermissible questions. After conducting the interview, the Search Committee will then

9 make a recommendation by filling out the second page of the AP-15F (Appointment

10 Recommendation) and obtaining the appropriate signatures. For Instructional Faculty these

11 would include the following: Provost, Chief Budget Officer, **Director of Equal Opportunity and Faculty Recruitment**
~~General Counsel~~, and Chief of

12 Staff. The Search Committee will not specify a reason why any candidate was not selected.

13 However, the Search Committee is strongly encouraged to keep careful personal notes. In case

14 of legal challenge, the ~~General Counsel~~ **Director of Equal Opportunity and Faculty Recruitment** may ask the Search
 Committee to provide reasons.

15

16 5) Offer and Appointment Phase

17 a) Extending the Offer

18 The Provost will extend the offer for employment to the Instructional Faculty. **The Director of Equal Opportunity and
 Faculty Recruitment Provost, or**

~~19 the appropriate Vice President, or the Dean of Students, or Designee~~ will extend the offer for

20 employment to the Administrative/Professional Faculty. If the candidate selected by the Search

21 Committee does not accept the employment offer, the Search Committee will be asked if it

22 would like to make another recommendation from the persons that were interviewed. It will be

23 the responsibility of the Provost **or the Director of Equal Opportunity and Faculty Recruitment, or the appropriate Vice
 President, or the Dean of Students** to

24 fill out the last section of the AP-15F Form (Extending The Offer). The Director of Equal

25 Opportunity and Faculty Recruitment will be responsible for sending the non-selected candidates

26 a letter informing them that the position has been filled once a signed Letter of Appointment is

27 received back from the selected candidate. All of the application materials received from each

28 candidate that are in the possession of the Search Committee will be returned to the Director of

29 Equal Opportunity and Faculty Recruitment. The Director of Equal Opportunity and Faculty

30 Recruitment will place these materials in the search folder and is responsible for its proper

31 storage.

32

33 b) Appointment As A Faculty Member

34 The successful candidate will be offered a contract. ~~Because only the Board of Visitors can~~

~~35 appoint full-time faculty members, all contracts are contingent upon approval by the Board of~~

~~36 Visitors. If the Board of Visitors, for whatever reason, refuses to approve the contract, then the~~

~~37 successful candidate is not a faculty member. In some instances, a successful candidate may~~

~~38 begin work before the Board of Visitors meets to consider the appointment. Such service does~~

~~39 not guarantee approval by the Board of Visitors.~~—The Board of Visitors has delegated to the President the authority to

act on its behalf, as the final authority on the appointment of full-time, salaried members of the teaching/research and/or
 administrative/professional faculty of the University, regardless of type of appointment status. All actions taken under this
 authority shall be reported to the Board of Visitors.

40

41 6) Non-Faculty Hiring

42 The recruiting and hiring procedures for classified and hourly positions are promulgated and

43 governed by the Commonwealth of Virginia as set forth in the policies of the Department of Human

44 Resources Management. Any questions regarding this hiring process should be directed to

45 Christopher Newport University's Office of Human Resources.

46

47 3. Regulatory Responsibilities and Privileges of Academic Rank

48 a. Responsibilities

49 1) Each faculty member is expected to meet the requirements of rank. (Minimum qualifications for

50 each academic rank are listed in Section XII.8.c.3).

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

94

1

2) While the major responsibility of each faculty member is teaching, and while it 2 is expected that those

3 faculty members who serve at the rank of Instructor and Assistant Professor will regard teaching as

4 their overriding primary responsibility, promotion to the ranks of Associate Professor, Professor,

5 and Distinguished Professor, suggests not only sustained excellence in teaching, but also increased

6 involvement in the faculty member's academic discipline, department, college/school, the

7 University, and the community. It is the responsibility of each faculty member to demonstrate
8 continued evidence of carrying out the expectations of the faculty member's rank.

9
10 b. Privileges

11 1) Released Time (*Also see Workload and Faculty Workload*)

12 Each academic year, the Provost will stipulate the amount of release time available for activities such
13 as research, teaching innovation, service, and program direction. Released time for all academic
14 ranks is dependent upon the availability of funding.

15
16 Any faculty member (graduate or undergraduate) who has a proposal which advances the
17 University's mission may request release time by submitting a proposal, in consultation with the
18 department chair, to the appropriate academic dean. The dean will forward ranked recommendations
19 to the Provost.

20
21 2) Sabbatical Leave
22 a) Purpose

23 Christopher Newport University will offer sabbatical leaves so that faculty may extend teaching
24 abilities and continue professional and intellectual growth. Projects in such areas as research,
25 creative work, professional retraining, and advanced study may be proposed. These activities
26 should result in (1) improved teaching effectiveness, (2) enhanced research and/or artistic
27 activity, (3) new capacity for service to the University or community, and/or (4) an advanced
28 degree or retraining that permits teaching in a new area.

29
30 b) Eligibility

31 Full-time tenured or tenure-track Instructional faculty and full-time administrative faculty are
32 eligible to apply after six years of service at CNU, and may reapply after intervals of no less
33 than six years of service after receiving a sabbatical. The applicant must hold the rank of
34 assistant professor or higher at the time of application. The terms of the sabbatical enable a
35 recipient to elect to use one full academic year, nine months, at one-half salary, or one semester
36 (fall or spring) at full salary. If the one-semester option is taken, the remaining semester of the
37 year may not be applied to the accumulation of the six years of service required before
38 becoming eligible for the next sabbatical.

39 In either option, subject to consistency with applicable state policy, the University continues to
40 contribute its full share of all established fringe benefits.

41
42 c) Application and Selection

43 Applicants should submit proposals to their Deans (or, in the case of administrative faculty, to
44 their immediate administrative superiors) no later than November 1 of the year preceding the
45 academic year in which the leave is desired. The application must be made on the approved
46 forms and include both a detailed description of the proposed activities for the leave period and
47 the manner in which these activities will contribute to the applicant's professional development
48 and to the improvement of the University's academic program. Only those proposals received by
49 the application deadline are eligible for consideration.

50
Handbook 2007–2008 Edition Section XII
Instructional Faculty Personnel Regulations

95
The Dean (or, in the case of administrative faculty, another appropriate 1 officer) shall rank the
2 proposals from the college/school or unit that have been approved (where appropriate) by the
3 chair, and shall furnish an explanation of what arrangements are contemplated for staffing and
4 what budget adjustments will be required to maintain any affected program(s) during the
5 applicant's absence. The ranked proposals must be forwarded to the Faculty Senate no later than
6 November 15 of the year preceding the academic year in which the leaves are desired. If there
7 is any proposal from a member of the administrative faculty, who is also a member of the
8 Instructional faculty, the Provost shall appoint a member of the administrative faculty (not an
9 applicant) to serve as a non-voting, *ex officio* member during the Senate's deliberations on all

10 proposals under consideration at that time. Any member of the Senate who is a candidate for a
11 sabbatical may not participate in any deliberations pertaining to either that member's own
12 proposal or any other proposal under concurrent consideration.

13

14 By December 10 the Senate shall rank the proposals and indicate in writing which proposals
15 should be approved and which should not. The Senate's recommendations are not subject to
16 appeal, but the Senate shall maintain records of its deliberations and, upon written request of an
17 applicant, provide a summary evaluation of the applicant's proposal after the announcement of
18 leave recipients. Leaves will be awarded on the basis of the merit of the proposals. Subject to
19 funding availability, at least ten leaves will be granted each academic year, if there are enough
20 meritorious proposals. All of the awards for a single year may not be given to administrative
21 faculty or to the faculty of a single college/school.

22

23 Seniority will be a factor in considering proposals of equal merit since, presumably, the need for
24 renewal is greatest among those with the longest terms of service.

25

26 The Provost shall act on the Senate's recommendations and forward the Provost's
27 recommendations to the President no later than January 10. The President shall forward the
28 names of those applicants selected for leave approval to the Board of Visitors at its Spring
29 meeting.

30

31 d) Proposal Format

32 (1) Application for Sabbatical Leave Form

33 The application should be made on the approved form and include an abstract of the
34 proposal.

35

36 (2) Departmental Recommendation

37 Appropriate recommendation from the department chair after consultation with the
38 department will accompany each application of the Instructional Faculty. In the case that a
39 department chair is an applicant, the Dean will consult with the department. Administrative
40 faculty shall include a recommendation from the appropriate supervisor.

41

42 (3) Narrative

43 The description of the project is the only demonstration that the Faculty Senate and others
44 subsequently involved in the decision-making process will have of the substance and
45 potential of the project. It is important that the proposer not presume extensive knowledge
46 on the part of the reviewers. Therefore, since members of the review committee may not
47 have a specialized knowledge of the proposer's field, the proposal must be sufficiently
48 detailed to describe the project in plain, non-technical English. There is no required format
49 for the narrative. The following points should be addressed when they are appropriate to
50 the proposal. The narrative should not exceed 1250 words and must include subsections:

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

96

1 (a) Objectives

2 The proposal should state the objectives of the leave.

3

4 (b) Program of Study or Research

5 The proposal should clearly describe the applicant's specific program of study or
6 research. It should explain the basic ideas, problems, or questions intended to be
7 examined, and illustrate the planned approach or line of thought, to the extent that it
8 has been worked out. The proposal should incorporate statements about the need for
9 and the contribution of the project to teaching and scholarship in the particular field of
10 study. It should include a concise review of the relevant literature or state of affairs.

11

12 The proposal should indicate the project's relation to long-range teaching and scholarly

13 objectives and its specific relationship to the university's strategic plan. The proposal
14 should specify the current status and feasibility of the project, and specify where the
15 project will be conducted, and indicate the likelihood of access to archives, collections,
16 or institutions, if pertinent. The proposal should describe the special skills needed for
17 the project (e.g., foreign languages, computer literacy, etc.).

18

19 (c) Funding Sources

20 The proposal should identify all sources of funding in support of the sabbatical.

21

22 (d) Deliverables or Expected Activities

23 The proposal should state what scholarly activities might be expected at the end of the
24 leave.

25

26 (4) Professional Resume

27 The proposer shall provide an up-to-date outline of professional activities and
28 accomplishments, including such items as:

29

30 (a) degrees earned and date of conferral;

31 (b) employment record;

32 (c) list of academic honors, awards, or fellowships received and dates;

33 (d) list of publications and important academic or professional presentations; and

34 (e) other pertinent experiences and current activities.

35

36 e) Criteria

37 The Faculty Senate will make recommendations on the basis of the following criteria:

38 (1) the concept and organization of the project;

39 (2) the enhancement the project will have on the teaching effectiveness and professional
40 development of the applicant;

41 (3) the quality or the promise of quality of the applicant's work as a teacher and scholar;

42 (4) commitment by the applicant to work full-time on the project to completion;

43 (5) the length and quality of the applicant's service to the University; and

44 (6) the potential of the project to benefit the University.

45

46 f) Governing Policies

47 (1) Competition is limited to full-time tenured or tenure-track Instructional faculty and full-time
48 administrative faculty who have completed six years of service at CNU. The six years must
49 be completed before an initial educational leave award and between successive awards of
50 educational leaves.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

97

(2) Proposals should be written in a clear, coherent and concise manner.

2 (3) Final choices will be based upon recommendations by the Faculty Senate as to the relative
3 merit of each proposal.

4 (4) Receiving a sabbatical will not preclude eligibility for a faculty development grant for
5 purposes of supporting the sabbatical project.

6 (5) All proposals become the property of the University and will not be returned to the
7 proposer.

8

9 g) Terms of Leave

10 A recipient of a sabbatical leave is expected to return to the service of the University for a least
11 two full academic years after the leave is completed. Failure to meet the requirement may, at
12 the discretion of the University, result in the recipient being required to repay all or part of
13 salary, fringe benefits, and other costs borne by the University in support of the leave.

14

15 h) Reports and Acknowledgments

16 A written report summarizing what was accomplished during the sabbatical must be submitted to
17 the Provost, and, where applicable, to the faculty member's Dean and the department chair
18 within three months of the end of the leave.

19

20 In addition to a detailed summary of activities, the report should comment on the extent to which
21 the experiences contributed to the faculty member's teaching effectiveness and professional
22 development.

23

24 This report will constitute a major portion of the faculty member's evaluation for the academic
25 year of the sabbatical. After completing the sabbatical leave, the faculty member is encouraged
26 to apply to the Dean's Colloquia Committee to present all or part of the results of the leave
27 activities.

28

29 Any publication or exhibition resulting from activity assisted by these sabbatical leaves shall
30 carry the following acknowledgment: "This work was supported by a grant from Christopher
31 Newport University, Newport News, Virginia."

32

33 3) Educational Leave Other Than Sabbatical Leave

34 a) A full-time faculty member may apply for educational leave, with full or partial salary,
35 according to State regulations and the availability of funds. Educational leave may be granted
36 for the purpose of academic research, study or publication; an exchange professorship; or any
37 other like activity which will enhance the faculty member's academic expertise, experience, and
38 contribution to the institution. One semester of educational leave may be granted to faculty
39 members holding the rank of Associate Professor after four years of full-time service to the
40 University. Two semesters of leave may be granted to faculty members holding the rank of
41 Professor or Distinguished Professor after each 6 years of full-time service to the University.
42 Exceptions to these requirements (on rank and time of service) may be made, based on the
43 discretion of and recommendation by the dean and department chair. Application for
44 educational leave is made to the Provost through the appropriate department chair and academic
45 dean at least one calendar year before the beginning of the requested leave period. In the
46 application letter the faculty member should state:

47

48 (1) the date of the leave;

49 (2) the purpose(s);

50 (3) a detailed description of the activity to be pursued during this period;

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

98

(4) the worth of this activity to the member, the academic department, 1 and the University; and

2 (5) the amount of salary requested.

3

4 b) Other relevant data should be attached to the application letter. The Provost may request data
5 from the appropriate dean and chair concerning the impact of granting such leave. The Provost
6 recommends action on the application to the President. The decision to authorize educational
7 leave is made by the Board of Visitors upon the recommendation of the President. When
8 accepting full or partial salary from the University during an educational leave, the faculty
9 member will fulfill the faculty member's teaching role at the University at the end of the leave
10 for a period at least twice the length of the leave or reimburse the University at an appropriate
11 rate should the faculty member terminate University employment before this time has expired.
12 The designated salary and time commitment will be included in the contract for the educational
13 leave period.

14

15 c) Upon the completion of the leave, the faculty member will file a written report with the Provost
16 for inclusion in the faculty member's file with copies to the chair and dean concerning the
17 faculty member's accomplishments during the leave.

18

19 d) A full-time faculty member may apply for educational leave without salary under the same
20 guidelines and requirements as listed above. Such application will ordinarily be made by the
21 beginning of the semester previous to the requested leave.

22

23 4) Leaves of Absence for Other Than Educational Purpose

24 Leaves of absence without pay may be granted to a faculty member for other than educational
25 purposes. Such leaves unrelated to teaching responsibilities may not count for purposes of
26 promotion or tenure. Leaves of absence of this type must be approved by the Provost, and all terms
27 and conditions of the leave must be stated in writing in advance of the leave.

28

29 5) Part-time Status of Regular Faculty

30 From time to time, for reasons of health or leave of absence, regular faculty members may wish to
31 change their full-time workload to part-time status. A number of State personnel guidelines apply to
32 such changes, and faculty members contemplating a change of status should discuss their plans with
33 the appropriate academic dean and the Personnel Officer. Changes in status, including all terms and
34 conditions of reduced status, must be approved by the Provost in advance of the change.

35

36 6) Information on Faculty Development Grants

37 The objectives of the faculty development program are to improve instructional effectiveness and
38 promote the professional development of faculty members.

39

40 a) Faculty members may apply for faculty development grants (one year in length).

41

42 b) Development Categories

43 (1) Professional Development

44 Activities to be supported in this category are those designed to expand the academic
45 expertise of full-time faculty. This category includes such activities as: research,
46 preparation of a product of this research, the presentation of this research, writing,
47 delivering academic papers, additional training, retraining to serve the University in a new
48 area, supplemental funds for academic activities, and support of course reductions from the
49 University to allow for research time.

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

99

1 (2) Instructional Development

2 Activities to be supported in this category are those designed to increase teaching
3 effectiveness and improve course content. This category includes such activities as
4 innovations in pedagogy, application of Information Technology to course content, and
5 activities directed at improving course content.

6

7 (3) Dissertation Grants

8 Grants may be awarded to help offset the expenses incurred in preparing doctoral
9 dissertations.

10

11 c) Grant Priorities

12 Grants will be considered first taking into account the following priorities:

13 (1) Professional development;

14 (2) Instructional development; and

15 (3) Dissertation grants.

16

17 d) Guidelines for Levels of Support

18 (1) Normally, dissertation grants will be made up to \$500.00.

19

20 (2) The level of support for faculty development grants will be determined by

21 (a) the financial sources allocated to this activity for the relevant budget period and

22 (b) the substance of the application.

23

24 e) Procedures

25 (1) The Faculty Senate is responsible for initial University-wide review of faculty development,

26 and dissertation grants. The Provost will supply the Faculty Senate with a list of faculty

27 who are not eligible for grants due to non-compliance with (6) below.

28

29 (2) Applications for grant support are made on the appropriate form that is on the Provost's

30 website. (<http://www.cnu.edu/admin/provost>) The completed application form is submitted

31 to the department for its recommendation. The department's recommendation (positive,

32 negative, or mixed) is an important part of the screening process. The department chair

33 will make a recommendation and circulate it to department members for signatures and

34 recommendations. The department's recommendation is forwarded directly to the academic

35 dean by the department chair. The academic dean assigns priorities from the

36 college/school-wide perspective to all applications and forwards them to the Faculty Senate.

37 The Faculty Senate will consider only those applications accompanied by departmental

38 recommendations and assigned priorities by the academic dean.

39 (3) Normally, the Faculty Senate will schedule fall and spring application periods.

40

41 (4) Applications are reviewed by the Faculty Senate and recommendations for approval or

42 rejection will be forwarded to the Provost who has the final discretionary authority over the

43 disposition of applications and the amounts of awards.

44

45 (5) Dissertation grant awards may be subject to further requirements.

46

47 (6) Each recipient of a Faculty Development Grant is required to submit a written report on the

48 progress of the project or research at the end of the grant period to the Provost with copies

49 to the academic department chair and the appropriate college/school. Future grant

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

100

applications will not be considered from faculty members who fail to file 1 a report regarding

2 a previous grant.

3

4 7) Summer Stipends

5 Faculty members may apply for summer stipend grants to the Office of the Dean of the College of

6 Liberal Arts or the Dean of the School of Business, as appropriate. Requests for proposals will be

7 announced in the spring of each year. Applications and guidelines are available in the dean's offices.

8 The level of support for faculty summer stipends will be determined by each Dean.

9

10 8) Retraining of Faculty

11 a) Rationale

12 During a period in which the University must undergo curricular change to meet student needs

13 within the context of limited resources, a plan must be implemented by which personnel, as well

14 as material resources, may be reallocated. This reallocation must be effected in an academically

15 sound and efficient manner and should take cognizance of the unique relationship which exists in

16 higher education between a tenured faculty member and an institution.

17

18 b) Overall Objective of Retraining

19 To utilize the services of full-time faculty members to the best advantage of the students,

20 institution, and the individual.

21

22 c) Specific Objectives

23 (1) To prepare a faculty member to teach a course(s) in another academic department when the

24 faculty member's own department is overstaffed and the latter department is understaffed.

25 (2) To prepare a faculty member to make a permanent change to another department, part- time

26 or full-time.

27 (3) To prepare a faculty member to assume an administrative faculty position within University.

28

29 d) Guidelines

30 (1) Retraining is implemented only when one academic department is overstaffed with tenured
31 faculty, or when another academic department is understaffed, or both.

32 (2) The concept of retraining encompasses activities ranging from a relatively informal process
33 to an academic degree program.

34 (3) Academic integrity is of overriding importance.

35 (4) The expertise of the retrained faculty member must be appropriate to the new duties to be
36 assumed as determined by the academic dean; or, in the case of inter-college/school
37 retraining, by the Provost; or in the case of retraining for administrative faculty duties, by
38 the appropriate vice president, **Chief of Staff** or President.

39 (5) During the decision-making process relative to retraining, the participation of the following
40 constituencies is to be solicited:

41 (a) the faculty member;

42 (b) the department whose member is a candidate for retraining, the overstaffed department;

43 (c) the department, either academic or administrative, which will utilize services of the
44 retrainee, the receiving department;

45 (d) appropriate dean(s); and

46 (e) appropriate vice president(s), ~~or~~ Provost, **or Chief of Staff**.

47

48 e) Retraining begins only after a "retraining statement" has been approved by the appropriate vice
49 president(s) after consultation with all concerned parties. This statement stipulates the
50 following:

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

101

(1) person to be retrained, present affiliation, reason for retraining;

2 (2) specific competencies and level of skill attainment to be reached, particularly when an
3 applied skill, as well as knowledge, is involved;

4 (3) specific retraining tasks to be performed include formal courses, degrees to be earned,
5 informal learning, apprenticeships;

6 (4) a time schedule;

7 (5) location(s) of the retraining;

8 (6) compensation mode for the retraining process; i.e., payment of tuition, textbooks, relevant
9 fees, services, or retrainers;

10 (7) the financial obligation of the retrainee to CNU;

11 (8) released time and/or compensation to the retrainee during the period of the retraining; (In
12 turn, the statement specifies the obligation of the receiving department, subject to the
13 retrainee's completion of the required retraining.)

14 (9) the general duties for which the retrainee will be responsible in post-retraining assignment;
15 and;

16 (10) the status of the retrainee in the receiving department upon completion of the requirements
17 of their training will be specified, i.e., joint appointment, full-time, or less than full-time
18 appointment.

19

20 f) Documentation

21 To ensure academic integrity or professional qualification, the retrainee is responsible for
22 documenting formal retraining and expertise to the satisfaction of the appropriate vice president
23 or Provost.

24

25 4. Academic Freedom

26 Since a vital role of a college or university is to examine intelligently and carefully ideologies and institutions,
27 it is essential that faculty members be able to express their views without fear of unlawful censorship or
28 penalty. This statement is embodied in the Board Policy on Academic Freedom.

29

30 5. Faculty Workload Responsibilities

31 a. General Requirements

32 The teaching load for full-time Instructional faculty is fifteen (15) lecture hours (or its equivalent in or in
33 combination with studio/laboratory instruction) per week each semester, based on a semester credit hour
34 system. Reductions for other academic duties for the welfare of the University may be made under the
35 direction of the President.

36

37 Since full-time Instructional faculty are expected to play an active role in committee work, full-time
38 professional development, student advising, and other forms of service to the department, the University,
39 and the community, the full-time teaching load may consist of twelve (12) lecture hours or its equivalent
40 per week. Teaching loads are adjusted, however, when circumstances warrant.

41

42 b. Specific Requirements

43 In the fulfillment of their duties faculty members must participate in a number of activities:

44 1) Meeting of Classes

45 a) Each faculty member's teaching assignment is determined by the academic dean upon the
46 recommendation of the appropriate department chair(s).

47 b) Faculty members are required to meet their assigned classes at the times and places designated
48 by the academic dean. Changes in established schedules must be approved by the department
49 chair and the appropriate academic dean. If an emergency should prevent a member of the
50 faculty from teaching a class, the faculty member must notify, at the earliest possible time, the

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

102

department chair or the appropriate academic dean and must make every effort to arrange for a
2 colleague to meet the class. In the case of a prolonged illness, the department chair is
3 responsible for preserving the continuity of the class. Temporary adjustments may be made by
4 the instructor with the knowledge and agreement of the class, so long as the department chair is
5 informed.

6

7 2) Program Accessibility for Qualified Disabled Students

8 Program Accessibility for Qualified Disabled Students is described herein, the University Handbook,
9 the *Student Handbook*, and on the CNU website. The *Student Handbook* is available through the
10 Office of Career and Counseling Services.

11

12 3) Residence During the Academic Calendar

13 Full-time and part-time faculty members are required to be on campus in the late summer in time to
14 participate in fall registration and orientation. The exact date on which faculty report in late summer
15 is determined by the Provost. The regular academic year concludes with spring commencement.

16 Faculty members are in residence during the academic calendar of orientation, registration, classes,
17 and examinations. They are, therefore, to be available to students and colleagues during this period.

18

19 The beginning and end of each semester are especially critical times when student advising,
20 registration, grade reporting, and decisions on academic or degree status may necessitate the ready
21 availability of a faculty member. Requests for absences from required activities are made to the
22 dean of the appropriate college/school.

23

24 4) Office Hours

25 It is required that each member of the faculty be regularly available to students for consultation
26 during the academic calendar of registration, classes, and examinations. As a convenience to
27 students and colleagues, specific office hours will be posted by each faculty member on the door of
28 the office. A copy of these office hours must be submitted each semester prior to the first day of
29 classes to the department chair and the dean of the appropriate college/school.

30

31 5) Submission of Mid-Term and Final Grades

32 Mid-term and final grades must be submitted by the deadlines established by the Registrar. Mid33
term grades must be submitted for all freshmen in all classes. Mid-term grades must be submitted
34 for all other students who have a course grade of D+ or below at the time of submission.

35

36 6) IDEA Student Ratings of Instruction (IDEA)

37 Faculty members are required to administer the IDEA Student Ratings of Instruction instrument to
38 class sections, and according to procedures, as specified by the Provost.

39

40 7) Overload Teaching

41 a) Overload teaching is a means of meeting student needs, serving the professional development of
42 faculty, and supplementing faculty salaries. As such it is an important element in the academic
43 scheduling and program development at Christopher Newport University. The possibility of
44 some negative results from excessive hours of teaching must, however, be carefully guarded
45 against. Teaching "burn-out" and inability because of lack of time or energy to meet daily
46 responsibilities such as office hours and committee work are only the most obvious potential
47 problems.

48

49 b) The following policy guidelines will be observed by the academic deans in approving requests
50 for approval of overload teaching.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

103

(1) No Instructional faculty member will be assigned more than four lecture 1 hour equivalents
2 (LHE) of overload courses per semester at Christopher Newport University.

3

4 (2) In addition, one course per academic year at another institution may be approved if the kind
5 of teaching opportunity is not available at CNU (e.g., doctoral level courses, distinctive
6 subject areas), or meets a need for a subject matter expert at that institution and is viewed
7 by the dean of the college/school as being in the University's best interest to provide the
8 instructor. This kind of possibility must be demonstrated to be a means of professional
9 development. The chair of the department in which the faculty member is a member will
10 also submit a report of the impact of such an overload on the department and on the
11 individual faculty member.

12

13 (3) In no case shall overload teaching be considered to relieve a faculty member of involvement
14 in areas other than teaching. Professional development in one's discipline, departmental
15 and University responsibilities, and community service remain important in the evaluation
16 process.

17

18 (4) In semesters when a full-time, salaried member of the Instructional faculty has a
19 regular-load teaching assignment of fewer than 12 LHE's (i.e., a teaching assignment of
20 fewer than 12 LHE's under the faculty member's contract of salaried employment),
21 overload teaching for additional compensation for that faculty member is prohibited.
22 Exceptions may be granted only by the Provost and only when they serve pressing
23 University needs.

24

25 8) Commencement Ceremonies

26 The University holds commencement ceremonies in the course of the academic year. Full-time
27 faculty members are required to attend each of these ceremonies unless their absence has been
28 authorized in advance by the Provost. Academic regalia is prescribed for the occasion. The
29 University Bookstore assists the faculty with the purchase, loan, or rental of academic regalia.

30

31 c. Regulations Pertaining to Professional Activity

32 1) Consultation, Research, and Public Service Requiring University Facilities, Services, or Personnel

33 a) Faculty members wishing to use University facilities, services, or personnel to provide
34 consultation, conduct research or to sponsor public service conferences must have the approval

35 of the appropriate dean.

36

37 b) Participating faculty members have the right to publish and copyright the results of these studies.

38 Reference to the University, including names of faculty members, for commercial advertising

39 purposes is prohibited unless approved in advance by the dean; reference made in research

40 publications is allowed.

41

42 2) Grants and Contracts

43 a) Philosophy

44 Faculty members are encouraged to seek support for professional development, research or

45 public service projects from sources outside the University; federal agencies; state and local

46 governmental agencies; nonprofit foundations and agencies; businesses and industries. The

47 Director of Sponsored Programs will assist faculty in these efforts by gathering information

48 about grant sources and will provide guidance in the preparation of proposals.

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

104

1 b) Division of Responsibilities

2 The University recognizes the principle of the division of the professional responsibilities of the

3 faculty into the work of instruction, research, and service. Faculty members may be released

4 for externally sponsored grant and/or contract activities otherwise approved by the University

5 for up to 50% of their time as a normally acceptable limit.

6

7 Faculty members desiring to be released from their regularly assigned university duties for over

8 50% of their total time for engagement in externally sponsored grants or contract activities must

9 specifically justify in writing the benefits of released time of over 50% for the externally

10 sponsored grant or contract engagement.

11

12 Such justification shall be submitted for the approval of the respective dean and the office of the

13 Provost prior to acceptance of a grant or contract entailing released time greater than 50%.

14 (This paragraph does not apply to full time SPONSORED RESEARCH APPOINTMENTS as

15 previously defined in this handbook).

16

17 c) Certification

18 The Proposal Review Cover Sheet, which contains lines for the signature or initials of the

19 appropriate University officials, is to accompany the proposal during the internal approval

20 process and can be obtained from the Grants Office. These signatures indicate the proposed

21 project is feasible and can be carried out within the scope of the University's mission and the

22 faculty member's responsibilities.

23

24 d) Responsibilities

25 The project director is responsible for duplicating and delivering proposals to the grantor. Once

26 the project is funded, the director is responsible for performing the proposed activity within the

27 guidelines of the award, including the approved budget. The director is to meet with the

28 Director of Sponsored Programs at the outset of the approved projects, periodically during, and

29 prior to closing out the account in order to prevent complications.

30

31 The Director of Sponsored Programs will assist the project director in the preparation of forms

32 required by the Commonwealth of Virginia and in the preparation of reports of expenditures and

33 requests for funds to the funding agency. The Director of Sponsored Programs will serve as the

34 liaison between the project director and the Business Office.

35

36 e) Fiscal Management

37 For grants and contracts made to the University, funds are deposited with and disbursed from

38 the Business Office. Any salary and accompanying fringe benefits to be paid from such awards
39 are included in the grant or contract budget and must be paid as part of the annual compensation
40 through routine University procedures. This becomes part of the total annual compensation,
41 which will be defined as the original CNU contract amount less the percentage of salary
42 equivalent to requested release time plus the amount awarded to the individual as salary in the
43 grant.

44

45 f) Indirect Cost Recovery, Fund 0303

46 (1) Indirect cost Recovery Funds, Fund 0303, are generated by the University's collection of 70
47 percent of indirect costs for grants programmed under Program 110-04, Sponsored
48 Research.

49

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

105

(2) The State mandates 100 percent recovery of indirect costs 1 for grants awarded to the
2 University. Prior to the transfer of funds to Fund 0303, the State collects a 30 percent share
3 of indirect costs, as support to Educational and General Services.

4

5 (3) During the current biennium, institutions of higher education may retain 100 percent of the
6 indirect cost recoveries related to research grants and contract levels in excess of actual
7 recoveries in the second year of the previous biennium. This provision is included as an
8 additional incentive for increasing externally funded research activities.

9

10 (4) Revenues to Fund 0303 are allocated to the following expenditure budgets:

11 (a) Grant Administration (25 percent)

12 Funds are used to support the work of the Office of Sponsored Programs. Requests for
13 expenditures from this category are initiated by the Director of Sponsored Programs
14 with fund availability certified in accordance with University procedures.

15

16 (b) Departmental Research (30 percent)

17 Funds are used to support departmentally sponsored research. Requests for
18 expenditures from this category are initiated by the department chair to the Director of
19 Sponsored Programs. In recommending approval of the funding request, the Director
20 of Sponsored Programs will give priority to departments which have sponsored grants
21 resulting in revenue to Fund 0303. Priority will be based on the percentage of monies
22 attributable to the department during the previous academic year. If no attribution
23 applies to Fund 0303 during the previous academic year, priority will be based on the
24 department's attribution in the current academic year.

25

26 The Director of Sponsored Programs will verify availability of funds in 0303 with the
27 Comptroller and forward a recommendation to the appropriate dean. The dean will
28 approve or disapprove the request. The dean will forward an approved request to the
29 Provost for final approval. The budget office will certify fund availability within the
30 allocation percentages above.

31

32 (c) Faculty Development (30 percent)

33 Funds are used to support faculty research and development. The Provost determines
34 the allocation of monies included in this category. The majority of funds will be used
35 to support research and scholarship in accordance with criteria established by the
36 University. The Provost will consult with the Budget Office to determine available
37 budget allocation for this purpose. Fund availability will be certified prior to grant
38 award.

39

40 (d) Federal Audit Costs (15 percent)

41 Funds are used to defray the cost of the annual audit of Federal Funds required under

42 Office of Management and Budget Circular A-21, A-110 and A-128. All expenditures
43 will be approved by the Executive Vice President or Comptroller.

44

45 (5) Budget Allocation Procedures

46 Unexpended budget balances within the percentage allocations reflected above shall carry
47 forward at the end of each fiscal year. On July 1, of each year the revenue collected during
48 the previous fiscal year will be allocated in accordance with established percentages and
49 added to each carry forward balance. The Comptroller will notify the Budget Director of
50 the revenue allocation each fiscal year and the expenditure budgets will be adjusted

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

106

accordingly. When the combined total of the beginning fund balances 1 and revenues to Fund
2 0303 exceed the appropriated expenditure plan, a request for an additional appropriation and

3 allotment will be processed through the ~~Office of Institutional Effectiveness Office of Planning and Budget. by the~~
~~4 University's Budget Director.~~

5

6 g) Conflict of Interest Policy

7 Some federal agencies require grantees employing more than fifty persons to maintain an
8 appropriate written and enforced policy on conflict of interest. The University's conflict of
9 interest policy is the State and Local Government Conflict of Interest Act of the *Virginia Code*.

10 Questions concerning this policy should be **forwarded to the Provost**, who will refer them ~~addressed~~ to the **University's**
assigned Attorney General. General Counsel.

11

12 3) Research Involving Human Subjects

13 The University safeguards the rights and welfare of subjects at risk in research activities conducted
14 through the University. Where research involving human subjects is to be supported by a grant or
15 contract, the Review Board for the Protection of Human Subjects (RBPHS) reviews, approves, and
16 certifies that research benefits clearly outweigh risks to subjects and legal risks to the University,
17 that the rights and welfare of subjects are adequately protected, and that the proposed project is in
18 full compliance with all applicable laws. In undertaking this process, the Review Board for the

19 Protection of Human Subjects will consult with the **University's assigned Attorney General, General Counsel who is an ex**
officio member of

~~20 the committee~~ regarding legal issues and potential liability to the University.

21

22 To submit a request for approval of research proposals, surveys, etc. please follow these described
23 procedures:

24

25 a) Make 5 copies of the research proposal.

26

27 b) Write a cover letter that includes the following:

28 (1) Name of faculty member sponsoring the research.

29 (2) Name of department and departmental approval of research proposal.

30

31 c) Cover letter also should explicitly address the 4 RBPHS principals:

32 (1) Respect for subjects.

33 (2) Protection of subjects from danger.

34 (3) Research has some beneficial prospect.

35 (4) Researcher is just and impartial.

36

37 d) Cover letter should also describe how the specific research proposal meets the 7 RBPHS
38 requirements:

39 (1) Fair selection of subjects

40 (2) Informed consent

41 (3) Confidentiality & Anonymity

42 (4) No coercion or exploitation

43 (5) Protection from physical & mental stress

44 (6) Project benefits

45 (7) Post research debriefing

46

47 e) Send entire package (i.e. Cover letter with 5 copies of research proposal) via campus mail to the

48 Chair of the RBPHS.

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

107

4) Research 1 Involving Animal Subjects

2 The University safeguards the humane use and treatment of animal subjects in teaching and research

3 activities conducted through the University. The Institutional Animal Care and Use Committee

4 (IACUC) is charged with the specific responsibility of regulating the humane use and treatment of

5 animals used in teaching and research by the University as mandated by the Animal Welfare Act

6 (AWA, 1966, and as subsequently amended 1970, 1976, 1985, 1990), and other relevant federal,

7 state, and local authorities. and other relevant authorities. Where research involving animal subjects

8 is to be supported by a grant or contract, the IACUC reviews, approves, and certifies that the

9 treatment of the animal subjects is in accordance with the mandates of the AWA.

10

11 To submit a request for approval of research proposals using animal subjects, please contact the

12 Associate Provost for Research and Graduate Studies.

13

14 6. Administrative Leaves and Reduced Loads for Non-Academic Reasons

15 a. Sick Leave with Full Pay and Benefits

16 1) Sick Leave Generally – The University, upon approval of the Provost, grants sick leave with full pay

17 and benefits when this becomes necessary during the period covered by the faculty member's

18 contract. Prior to approving such a request, the Provost may require the submission of medical

19 records and/or a physical examination by a physician mutually agreed upon by the University and the

20 faculty member. The maximum period of such leave is the remainder of the current semester and

21 one additional semester during a seven-year period. When employee takes Sick Leave with Full

22 Benefits and Pay for a period in excess of twelve weeks, the employee is not entitled to Family and

23 Medical Leave (described below). When a faculty member takes sick leave with full pay and

24 benefits, please contact the Human Resources Office for additional information on benefit provisions

25 for leave without pay status.

26

27 2) Reduced Load when Returning from Sick Leave - A full-time faculty member who returns from

28 Sick Leave *may* be given a one-course reduction in teaching load, while still maintaining full-time

29 employment status (and therefore, in particular, full benefits), either for one full academic year or

30 for one semester. Such reduction, if awarded, must commence in the semester immediately

31 following the leave.

32

33 Such reduction must be approved by the Provost upon the recommendation of the appropriate Dean.

34 Prior to approving such a request, the Provost may require the submission of medical records and/or

35 a physical examination by a physician mutually agreed upon by the University and the faculty

36 member.

37

38 No faculty member shall be granted more than four full semesters of reduced load when returning

39 from Sick Leave in a lifetime, regardless of the number of years the person is in the employ of

40 Christopher Newport University.

41

42 b. Family and Medical Leave

43 1) The University, in accordance with the federal Family and Medical Leave Act, grants Family and

44 Medical Leave to eligible full time faculty members for up to 12 weeks in the period from August 1

45 to July 31. Although federal law does not require that the University provide full pay and benefits,

46 the University may choose to grant full pay and benefits during the period of Family and Medical
47 Leave. Pursuant to federal law, Family and Medical Leave is used for the birth of a child or
48 placement of a child with the employee for adoption or foster care, because the employee is needed
49 to care for a family member (child, spouse, or parent) with a serious health condition, or because the
50 employee's own serious health condition makes him or her unable to do his or her job. However,

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

108

when an employee is taking Sick Leave with Full Pay and Benefits (described 1 above), the employee
2 is not entitled to Family and Medical Leave. The use of Family and Medical Leave has no effect on
3 matter of retention, promotion, or completion of the probationary period of service.

4

5 2) A faculty member requesting Family and Medical Leave submits such a request to the Provost at the
6 earliest possible time and provides such documentation as may be required by the University. If
7 approved by Provost, the appropriate academic dean then creates contingency plans to assure that all
8 assigned classes and other pertinent responsibilities of the requesting faculty member are met as
9 scheduled and forwards this information to the Provost.

10

11 c. Leave without Pay and Benefits

12 A full or partial leave of absence for illness, disability, family, or educational and/or research purposes
13 without pay may be granted by the Provost on request. Please contact the Human Resources Office for
14 additional information on benefit provisions for leave without pay status. Please visit the Office of Human
15 Resources website at www.cnu.edu/admin/hr.

16

17 7. Administrative Actions for Inappropriate Conduct on the Part of Instructional Faculty Members

18 a. Purposes

19 1) These sanctions are designed to protect the rights of faculty members and to assure compliance with
20 University rules and policy and public law.

21

22 2) The sanctions provide chair, deans, and the Provost with a process to follow when it is deemed that a
23 faculty member's conduct is inappropriate or in violation of the policies of the University.

24

25 3) This process also defines the measures which are appropriate in relation to the offense.

26

27 b. Sanctions

28 1) Introduction

29 There are four types of sanctions short of dismissal. These do not represent a process wherein one
30 must always begin with an admonition. The seriousness of the offense(s) will determine the
31 sanction, which is initiated. Dismissal, furthermore, need not be preceded by any of these sanctions.

32

33 2) Examples of Unsatisfactory Behavior

34 a) Excessive tardiness to required activities to include assigned classes;

35

36 b) Repeated absence from class, repeated failure to meet classes at assigned times, or repeated
37 early release of classes;

38

39 c) Unauthorized use of University/State equipment or facilities; and

40

41 d) Failing to comply with established policy.

42

43 3) Admonition

44 a) An admonition is warranted when a faculty member's behavior is of such a nature that is likely
45 to or does reflect unfavorably upon the department or the University or on the faculty member's
46 professional status.

47

48 b) The departmental chairman, dean or Provost is responsible for orally admonishing the faculty

49 member and keeping a memorandum of the substance and date of the discussion.

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

109

1 4) Written Warning

2 a) A written warning is issued when unacceptable behavior continues after admonition or when a

3 faculty member's misbehavior is of a more serious nature to such a degree that a written

4 warning is appropriate.

5

6 b) The chair, dean, or Provost is authorized to issue written warnings.

7

8 c) An appeal is permitted to the next higher level.

9

10 d) The written warning will include descriptions of the unacceptable behavior and those actions

11 necessary to correct or eliminate the problem, a reasonable time within which those actions must

12 be taken, and the consequences of failure to take those actions.

13

14 5) Suspension

15 a) Suspension, with or without loss of pay, occurs when a faculty member's misconduct continues

16 after written warnings or when the conduct is of such a nature that immediate suspension is

17 warranted to protect the interests of the University, the faculty members, students, or other

18 members of the University community.

19

20 b) The dean or Provost is authorized to impose this sanction.

21

22 c) An appeal is permitted to the next higher level.

23

24 d) The President has the final authority.

25

26 e) Suspension with loss of pay is a sanction that may be imposed only with the approval of the

27 President. No loss of pay will be incurred until the faculty member has had an opportunity for a

28 hearing.

29

30 8. Evaluation, Promotion, Tenure, and Salary of Instructional Faculty

31 a. Introduction

32 1) The evaluation procedures for decisions concerning retention, promotion, and tenure are predicated

33 on the propositions that peers ought to have first-hand familiarity with the accomplishments,

34 limitations, and potential of each faculty member; thus, members of the department and, to a lesser

35 extent, members of related departments are directly involved in an initial recommendation. The

36 dean reviews the recommendation and acts on it from the perspective of academic management. A

37 University committee of members of the faculty provides University-wide faculty perspective in its

38 review of all recommendations and forwards its recommendation, together with that of the dean, to

39 the Provost, who makes the final recommendations to the President. The President makes the final

40 decision and, subject to the approval of the Board of Visitors, authorizes a contract reflecting that

41 decision.

42

43 2) The University considers promotion, tenure, and (in the case of non-tenured faculty) retention to be

44 privileges to be sought by the evaluatee. In so seeking, the evaluatee asks that both certain peers and

45 certain academic administrators render informed judgements on the strength of the evaluatee's

46 candidacy. It is therefore a condition of the evaluation process that the recommendations or

47 decisions of peer groups, committees, and administrative officers be accepted by the evaluatee unless

48 the evaluatee can demonstrate that the recommendation or decision has been rendered in a fashion that

49 violates applicable policy, regulations, or law.

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

110

3) An annual evaluation of all faculty members will be conducted by the 1 deans and the Provost. This 2 annual evaluation may lead to a full-scale peer review when the faculty member's performance is 3 considered to be unsatisfactory and in need of significant improvement in one or more area(s).

4

5 b. General Standards and Procedures for all Evaluations

6 1) University-wide Standards and Procedures

7 a) The criteria for retention, promotion, and tenure are teaching, professional development, and 8 service. At Christopher Newport University the first, teaching, is of paramount importance, and 9 poor teaching cannot be redeemed by superiority in the other two areas.

10

11 b) Decisions involving promotions or awarding of tenure, henceforth designated "class A 12 decisions," receive special attention, due to the long-term commitment involved. Decisions on 13 the retention of probationary faculty, conversion of restricted appointments to probationary 14 status, and performance reviews of tenured faculty are henceforth-designated "class B" decisions. 15 When an evaluation requires more than one decision and the decisions are of a different class, the 16 peer group for the evaluation will be that appropriate to the highest ranking class of decision 17 involved.

18

19 2) Departmental Standards and Procedures

20 Consistent with the general standards described below, each department delineates the specific 21 criteria and procedures it will use in evaluating its members. The criteria are submitted to the 22 appropriate dean for approval of the initial statement or amendments thereto. The dean submits the 23 resulting criteria to the Provost for final approval. (In the absence of departmental action, the dean 24 writes the departmental criteria.) In rendering this decision, the Provost acts on the advice of the 25 Faculty Review Committee (FRC).

26

27 3) Evaluation Scope and Schedule

28 a) By the end of January, the Provost, after consultation with the FRC, publishes the PEER 29 REVIEW, ANNUAL EVALUATION and MERIT EVALAUTION CALENDAR of deadlines 30 for each step of the peer review and evaluation process. The schedule is driven by the 31 deadlines for notification of appointment for probationary faculty members. (See index: 32 evaluation)

33

34 b) Probationary faculty are evaluated under the peer group format in the spring of their first year 35 for reappointment to a second year. Possible outcomes of this peer review include:

36 (1) Recommendation to reappoint to a second year.

37 (2) Recommendation not to reappoint to a second year.

38

39 c) Probationary faculty are evaluated under the peer group format in the fall of their second year 40 for reappointment to a third and fourth year. Possible outcomes of this peer review include:

41 (1) Recommendation to reappoint to a third and fourth year.

42 (2) Recommendation not to reappoint to a third or fourth year.

43

44 d) Probationary faculty are evaluated under the peer group format in the fall of their third year for 45 reappointment to a fifth year. Possible outcomes of this peer review include:

46 (1) Recommendation to reappoint to a fifth year.

47 (2) Recommendation not to reappoint to a fifth year.

48

49 e) Probationary faculty members are evaluated under the peer group format in the fall of their 50 fourth year for reappointment to a sixth year. Possible outcomes of this peer review include:

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

111

(1) Recommendation to reappoint 1 to a sixth year.

2 (2) Recommendation not to reappoint to a sixth year.

3

4 f) Probationary faculty members are evaluated under the peer group format in the fall of their fifth
5 year for reappointment to a seventh year. Possible outcomes of this peer review include:

6 (1) Recommendation to reappoint to a seventh year.

7 (2) Recommendation not to reappoint to a seventh year.

8

9 g) Probationary faculty are evaluated under the peer group format in the fall of their sixth year for
10 reappointment with tenure. Possible outcomes of this peer review include:

11 (1) Recommendation to reappoint with tenure.

12 (2) Recommendation not to reappoint.

13

14 h) Tenured faculty will be evaluated by the dean, in consultation with the department chair as
15 outlined in Section 5) Step-by-Step Procedure for Annual Evaluation of Faculty Members.

16 Tenured faculty will undergo performance evaluation on the peer group format no less

17 frequently than every six years. Otherwise, tenured faculty may waive evaluation under the

18 peer group format unless it is a requirement of the Step-by-Step Procedure for Annual

19 Evaluation of Faculty Members.

20

21 Evaluation under the peer group format required as a result of an unsatisfactory Annual

22 Evaluation will take place in the next (spring) evaluation cycle immediately following.

23

24 i) Distinguished Professors may elect to waive the Annual Evaluation by so indicating in writing
25 on an annual basis to their respective department chair, their dean, and the Provost.

26

27 j) Except as required elsewhere in this section, evaluation of faculty members holding restricted or
28 part-time appointments is conducted entirely within the department by a committee appointed by

29 the chair, or, if circumstances prevent this, by a committee appointed by the appropriate dean.

30 Such evaluation provides information for the chair or the dean for future decisions; it does not

31 constitute an intention to renew these restricted or part-time appointments.

32

33 4) Step-by-Step Procedure for a Peer Review

34 (All questions of interpretation or consistency that may arise concerning these procedures are

35 decided by the Provost.)

36

37 The provost publishes the PEER REVIEW, ANNUAL EVALUATION and MERIT EVALUATION

38 CALENDAR for the next academic year by the end of January, with deadlines for each step.

39

40 Step 1

41 Each department chair submits for the review and approval of the appropriate dean a completed

42 EVAL-4 DEPARTMENTAL STANDARDS AND PROCEDURES FOR FACULTY

43 EVALUATIONS.

44

45 Step 2

46 The dean reviews each department's EVAL-4 statement for consistency with university-wide

47 standards and procedures, notifies the department of any required changes, and forwards an

48 approved statement for each department to the provost.

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

112

1 Step 3

2 The provost reviews each EVAL-4 statement submitted by the deans for consistency with university3
wide standards and procedures, notifies the dean and the department of any required changes, and

4 forwards an approved statement for each department to the appropriate dean and the FRC.

5

6 Step 4

7 Each dean, using the EVAL-2 FACULTY PEER REVIEW LIST: (1) notifies the appropriate
8 department chair of required peer review of probationary faculty and any other required peer review,
9 (2) notifies the chair of faculty meeting requirements for consideration for promotion.

10

11 Step 5

12 The department chair holds a meeting of the department's faculty for the purpose of notifying faculty
13 of those meeting requirements for consideration for promotion.

14

15 Step 6

16 The department chair submits to the dean a list of faculty requesting consideration for promotion.

17

18 Step 7

19 The dean prepares and submits to the department chair, FRC, and provost a final list of the year's
20 peer reviews. The dean notifies tenured faculty of required peer review.

21

22 Step 8

23 The dean prepares and submits to the department chair, FRC, and provost a final list of the 1st year
24 probationary faculty peer reviews.

25

26 Step 9

27 The department chair (or, in the event that the evaluatee is a department chair, the dean) supervises the
28 formation of the five-member peer group (for class "B" decisions) or the selection of the first five
29 members of the seven-member peer group (for class "A" decisions), and submits the appropriately30
completed EVAL-5 CONSTITUTION OF PEER GROUP FOR INSTRUCTIONAL FACULTY
31 EVALUATION to the appropriate dean.

32

33 a) The department chair will be a member of the peer group, (except the chair's own,) and act as
34 chair of the peer group or appoints a chair. (The chair of the peer group for the department chair
35 is appointed by the dean.) No member of the FRC who serves on a peer group shall also
36 participate in the FRC review of the recommendation of that peer group (see index: Faculty
37 Review Committee). Each member of the peer group must be a full-time member of the
38 Instructional faculty serving in an instructional capacity at the time of the formation of, and
39 throughout the life of, the peer group. For promotion decisions, peer group members are of the
40 same or higher rank as the evaluatee. The peer groups for tenured members of the faculty or for
41 tenure decisions are composed of tenured members of the faculty. (When either of the
42 requirements of this paragraph conflicts with the requirement that the department chair serve as
43 a member of the peer group, the requirement for the chair membership takes precedence.)

44

45 b) The department chair is responsible for the formation of the peer group for each other member
46 of the department. For peer review of the chair, the academic dean is responsible for the
47 formation of the peer group.

48

49 c) For class B decisions, the peer group consists of five members selected in the following
50 sequence: First, one faculty member (other than the chair of the department), selected by the
Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

113

evaluatee; second, the chair of the department (except for the chair's 1 own peer group, in which
2 case the second member is selected by the other members of the department); and third, one
3 faculty member selected by the dean. If both of the first two members are members of the
4 evaluatee's department, then the member selected by the dean must be chosen from another
5 department in a related field.

6

7 Two additional members are selected by the department chair (except for the chair's own peer

8 group,) in which case these two are selected by the other members of the department.

9

10 d) For class A decisions, the peer group consists of seven members, five selected as set forth above
11 in c), and then two selected by the Provost.

12

13 Step 10

14 The dean reviews the EVAL-5 for consistency with all applicable departmental, college/school, and
15 university requirements, effects any necessary changes, and submits the EVAL-5 to the provost for
16 final review and certification.

17

18 Step 11

19 The provost reviews the EVAL-5 for consistency with university-wide requirements, effects any
20 necessary changes (including provost appointments for class "A" decisions), certifies the
21 membership, and forwards copies of the completed EVAL-5 to the evaluatee, the dean, the FRC chair,
22 and all peer group members.

23

24 The final membership of each peer group must be certified by the Provost before any subsequent
25 steps occur.

26

27 Step 12

28 The peer group holds its first (organizational) meeting and establishes timetables and procedures for
29 the conduct of its business.

30

31 Step 13

32 The evaluatee submits his or her required EVAL-6 PROFESSIONAL ACTIVITIES REPORT and
33 updated dossier to the peer group chair.

34

35 a) Consistent with University and departmental standards and procedures, the peer group solicits
36 and accepts for consideration written, signed, dated information from the academic dean and
37 other sources, including peer group members' firsthand knowledge about the evaluatee. Such
38 information may be added to the dossier as long as the faculty member has, at the same time,
39 the opportunity to include a written response to the new information prior to the next step in the
40 review process period. Examples of information to be considered are classroom visitation
41 reports, discussions with students and colleagues, and information from chairs of committees on
42 which the evaluatee has served. In the special case of information from a source requesting
43 anonymity, the evaluatee may request verification of the source, without revealing the identity, by
44 a third party mutually acceptable to the evaluatee and the peer group. If agreement cannot be
45 reached, the third party is selected by the FRC. The peer group may recommend to the evaluatee
46 the inclusion of additional information or clarification concerning any submissions.

47

48 b) In its deliberations the peer group may call upon other members of the academic community to
49 contribute written statements concerning the evaluatee and/or to participate in part or all of the
50 deliberations. However, the decisions are those of the peer group.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

114

1

c) The peer group meets to combine the individual findings of each member. 2 On a form furnished
3 by the Provost, the peer group reports its recommendation, along with an accompanying
4 statement justifying that decision.

5

6 Each member signs the report form indicating agreement or disagreement, and either signs the
7 statement or prepares a separate statement indicating the area or areas of disagreement with the
8 recommendation and/or accompanying statement.

9

10 Step 14

11 The peer group submits its signed EVAL-7 PEER GROUP RECOMMENDATION AND
12 SUMMARY STATEMENT to the evaluatee for review and acknowledgment.

13

14 a) The signed recommendations are presented to the evaluatee for signature. This signature confirms
15 that the evaluatee has read them.

16

17 b) If in disagreement with the recommendation or with any minority statement, the evaluatee may
18 forward a signed statement concerning the areas of disagreement.

19

20 Step 15

21 The peer group submits its signed EVAL-7 bearing the evaluatee's acknowledgment, the EVAL-6, and
22 the dossier to the dean.

23

24 Step 16

25 The dean reviews the dossier and associated documents to add a college/school-wide perspective to
26 the evaluation. In the case of questions, the dean may consult with the department chair, the peer
27 group and/or the FRC. The dean completes the appropriate section of the EVAL-8 SUMMARY OF
28 ADMINISTRATIVE ACTIONS ON INSTRUCTIONAL FACULTY EVALUATION and forwards
29 it, the EVAL-6, the EVAL-7, and the dossier to the provost. A copy of the resulting EVAL-8 is
30 sent to the evaluatee. The evaluatee may give to the provost written comments on the dean's
31 recommendations. A copy of the evaluatee's comments should be sent to the dean by the evaluatee.

32

33 Step 17

34 The provost refers the materials in step 16 to the Faculty Review Committee (FRC). The FRC
35 reviews the materials to provide University-wide perspective to the evaluation process and assigns
36 relevant University-wide priorities.

37

38 Step 18

39 The FRC completes the appropriate section of the EVAL-8 and forwards it, together with the other
40 materials in step 16, to the provost.

41

42 Step 19

43 The provost reviews the dossier and associated documents, forms a final recommendation, completes
44 the appropriate section of the EVAL-8 and forwards it, together with the other materials in step 16,
45 to the president. Should there be any failure to act in Steps 1-18 in any required peer review, the
46 dean, upon the request of the faculty member(s) to be reviewed, proceeds to develop a file and a
47 recommendation for timely presentation to the Provost.

48

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

115

1 Step 20

2 The president completes the appropriate section of the EVAL-8. The completed EVAL-6, EVAL-7
3 and EVAL-8 are placed in the evaluatee's official file. Copies of the EVAL-8 are sent to the evaluatee,
4 the department chair, the dean, and the FRC. The EVAL-6s, EVAL-7s, EVAL-8s, and dossiers
5 are returned to the custody of the department chair.

6

7 Step 21

8 For those positive presidential decisions requiring action by the Board of Visitors, a resolution is
9 prepared for approval of the president and action by the Board.

10

11 Step 22

12 The Board of Visitors acts on the resolution in step 21.

13

14 5) Step-by-Step Procedure for Annual Evaluation of Faculty Members

15 By the end of January, the Provost publishes the PEER REVIEW, ANNUAL EVALUATION and
 16 MERIT EVALUATION CALENDAR with deadlines for each step of the evaluation process.

17

18 a) Each faculty member shall submit an annual activities report (EVAL-6) to the department chair
 19 in accordance with the calendar. Copies of the IDEA Student Ratings of Instruction for the past
 20 year shall be included with the EVAL-6 as well as any other standard dossier materials for the
 21 review period specified by the chair, dean, or provost. The department chair's evaluation is
 22 recorded on the EVAL-AR and is forwarded to the dean.

23

24 b) The dean reviews the chair's recommendation and supporting materials, rendering his or her
 25 evaluation on EVAL-AR, and forwards the materials to the provost.

26

27 c) The provost reviews the file of each evaluatee and forms a final recommendation which is
 28 submitted to the president.

29

30 d) The president reviews all evaluations and associated recommendations.

31

32 e) If the faculty member fails to submit the evidence referenced in a) above, the department
 33 chair and dean will complete the EVAL-AR on the basis of such information as is available
 34 to them.

35

36 f) Possible results of the evaluation process include:

37 (1) judgments of satisfactory performance,

38 (2) judgments of unsatisfactory performance.

39

40 g) Judgments of unsatisfactory performance for any two of three consecutive years may place
 41 tenured faculty into an unscheduled peer evaluation track. Unsatisfactory performance ratings in
 42 the area of teaching alone could be an initiator, as could unsatisfactory ratings in both
 43 professional development and service or unsatisfactory ratings in all three areas. This process is
 44 a performance review process conducted according to the applicable parts of section 4); it is not
 45 a dismissal process. The unscheduled review process has the potential to lead to sanctions but it
 46 is designed to be a helpful process aimed at improvement and will focus on individual faculty
 47 and not institutional needs. The process will not impinge upon academic freedom. The
 48 outcome of the first phase of this process will be a judgment of satisfactory or unsatisfactory
 49 offered by a peer group and will include a summary statement explaining its judgment.

50 Subsequent judgments will be rendered by the Dean, the Faculty Review Committee, the

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

116

Provost, and the President. If the final judgment is unsatisfactory, administrative 1 sanctions may
 2 follow, possibly including initiating the dismissal process.

3 (1) What follows outlines the procedures and general schedule leading to and including an
 4 unscheduled review. A specific schedule with dates will be provided yearly by the Provost's
 5 office.

6 (a) Tenured faculty receiving an unsatisfactory rating in the annual evaluation process in
 7 any two of three consecutive years will precipitate a recommendation on the applicable
 8 EVAL-AR from the Dean to the Provost to begin an unscheduled review. The Dean
 9 will include specific reasons for this recommendation. The Provost may choose against
 10 an unscheduled review. If the Provost decides that an unscheduled review is
 11 appropriate, the Dean and Faculty Review Committee are notified and an unscheduled
 12 review takes place the following spring semester according to the steps of section 4)
 13 and the timetable for the spring peer evaluation cycle specified on form EVAL-1. In
 14 addition to the other materials specified in step 13, the dossier must include a
 15 performance improvement plan.

16 (b) The peer group for the unscheduled spring review will judge the faculty member's

17 performance as either satisfactory or unsatisfactory and will provide a summary
 18 statement on form EVAL-7 explaining its judgment. Judgments by the Dean, the
 19 Faculty Review Committee, the Provost and the President are subsequently rendered on
 20 form EVAL-8.

21 (c) If the final judgment on the performance review is “satisfactory,” the non-scheduled
 22 peer review process ends.

23 (d) If the final judgment on the performance review is “unsatisfactory,” the unscheduled
 24 review process continues into the next academic year and the unscheduled review peer
 25 group remains intact. The intention is that this peer group will retain the same
 26 membership throughout this process although individual members may find it necessary
 27 to leave the peer group. If that occurs, replacements will be named by the same
 28 procedures that established the original peer group. The faculty member will next
 29 undergo an annual evaluation as usual the following fall semester. The faculty member
 30 will submit an EVAL-6 with the standard documentation and an update of the
 31 performance improvement plan. The EVAL-AR that the faculty member receives as a
 32 result of this review serves as interim feedback. The unscheduled review process
 33 continues into the fall semester review cycle of the next academic year. At that time,
 34 the faculty member is required to undergo a peer evaluation in the fall cycle according
 35 to the steps in section 4) with their peer group and with an updated performance
 36 improvement plan included in the dossier.

37 (e) The peer group will judge the faculty member’s performance as either satisfactory or
 38 unsatisfactory, and will provide a summary statement explaining its judgment.
 39 Subsequent judgments will be rendered by the Dean, the Faculty Review Committee,
 40 the Provost and the President.

41 (f) A final judgment of unsatisfactory or satisfactory will end the unscheduled peer review
 42 process. However, a final judgment of unsatisfactory may lead to administrative
 43 sanctions, possibly including initiating the dismissal process.

44

45 (2) All tenured faculty will undergo a scheduled performance review in the peer group format
 46 every sixth year during the spring semester evaluation cycle. Tenured faculty may elect to
 47 undergo such an evaluation in any year according to the schedule published by the Provost’s
 48 office. Any Class A review that occurs for the purpose of promotion will count as a
 49 scheduled review.

50 (a) The Provost will notify the Dean and department chair using form EVAL-2 identifying

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

117

tenured faculty who will be reviewed. An EVAL-5 will be generated by the
 2 department chair and Dean and forwarded to the Provost.

3 (b) The final judgment will be satisfactory or unsatisfactory. A satisfactory rating results
 4 in the scheduling of a new scheduled peer review in six years. A final judgment of
 5 unsatisfactory results in recommendations for improvement which the faculty member
 6 will address in the EVAL-6 to be submitted at the beginning of the next fall semester
 7 review cycle. Part f), above, specifies how continuing unsatisfactory evaluations can
 8 place faculty into an unscheduled review.

9 (c) In the event that a scheduled review coincides with an unscheduled review, the
 10 procedures relating to the unscheduled review will be followed.

11

12 6) Evidence to be Considered

13 a) Annual Activities Report

14 Each probationary and tenured faculty member prepares an annual activities report for the
 15 preceding academic year highlighting activities for the three major areas of evaluation--teaching,
 16 professional development and service. The report should provide guidance for the peer group
 17 and the chair to areas the member considers of primary importance. It provides the starting point
 18 for the evaluation at the departmental level for those members being evaluated that year and
 19 provides information from each member for the departmental Annual Report. Guidelines for

20 preparation of the Annual Activities Report is provided by the FRC, subject to the approval of
21 the Provost.

22

23 b) Dossier

24 Those charged with rendering judgments on faculty candidacies undertaken in the course of the
25 formal University evaluation process (peer group, Dean, FRC, Provost, and President) must
26 rely heavily on the dossier offered in support of such a candidacy for information used in
27 rendering those judgments. It is therefore essential that dossiers have a uniform organization.

28

29 Each dossier submitted in support of such a candidacy must have a label on its spine identifying
30 the candidate and must be arranged in the order given below with appropriately-labeled tabs as
31 dividers between sections. The evaluatee and the peer group chair must verify that the following
32 *required* items are in the dossier in the order indicated.

33

34 Those who review the dossier are responsible for preserving this organization before sending it
35 on to the next level of consideration.

36

37 (1) Current form EVAL-7 (including peer group summary statement) and EVAL-6 (in that
38 order). These items are to be either clipped to the inside front cover of the dossier or
39 placed in the pocket of the inside front cover. When form EVAL-8 is completed by the
40 Dean, it is to be placed on top of the form EVAL-7 in the same location.

41

42 (2) The dossier checklist (form EVAL-10, provided to each evaluatee by the Provost) of dossier
43 contents, as the very first page of the dossier. This document must be executed by both the
44 evaluatee and the peer group chair, certifying that all required components of the dossier are
45 present and in the proper order.

46

47 (3) A current *curriculum vita* for the candidate.

48

49 No materials more than six years old at the beginning of the semester in which the
50 evaluation takes place are required to be included in the dossier.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

118

1

(4) All previous annual activities reports (form EVAL-6) from the candidate's 2 entire evaluation
3 history at CNU (not to exceed six years), arranged in descending order by year (most recent
4 year first).

5

6 (5) Copies of *all* summary statements, recommendations and decisions generated by previous
7 evaluations (forms EVAL-7 and EVAL-8). These materials are to be grouped together *by*
8 *academic year*, with EVAL-8 preceding EVAL-7 for each year, and then arranged in
9 descending order by academic year (most recent year first).

10

11 (6) Instructional Evaluation Survey 3-Year Summary Reports sufficient to show the annual
12 summary data for each year since the candidate's data of initial appointment (not to exceed
13 six years). These reports are to be arranged in descending order by year (most recent year
14 first). (Note that since each such report covers a three-year period, not every year's report
15 is required in this section; however, every year's *data* are required.)

16

17 (7) For tenured faculty, all Instructional Evaluation Survey reports and/or IDEA reports *for*
18 *individual class sections* for the period of the *three most recent complete academic years*
19 *and preceding summer sessions* prior to the evaluation.

20 (For example, an evaluation taking place in 2001-2002 would require these reports for all
21 classes in which IES/IDEA was administered in the 1998-1999, 1999-2000, 2000-2001
22 academic years and the summer IES/IDEA for 1998, 1999, and 2000.)

23

24 For non-tenured faculty, all IES reports and/or IDEA reports *for individual class sections*

25 generated since the date of initial appointment. These reports are to be arranged in reverse

26 chronological order (most recent first).

27

28 (8) Documentation related to *teaching*, such as course syllabi and examinations, for the same

29 period and in the same order as in item (7).

30

31 (9) Documentation related to *professional development*. Tenured faculty are to include such

32 material for the period since their last formal evaluation or for a period of three years,

33 whichever is greater. All other faculty are to include such material for the period since

34 their initial appointment. Preprints or reprints of published papers, papers presented at

35 academic meetings, copies of manuscripts in progress, or other evidence of scholarly

36 activity (e.g., jury reports on exhibitions or performances) *must be included* if the activity is

37 claimed on a form EVAL-6 or any other relevant document present in the dossier.

38

39 (10) Appropriate documentation pertaining to the nature and quality of *service* for the same

40 period as in (7). "Service," as the term is used here, pertains to service to the University,

41 to the profession, to the candidate's discipline, or to the region, the Commonwealth, or the

42 nation. Service that is external to the University should be of such a nature as to clearly be

43 related to one's status as a professional in the faculty member's discipline and/or one's

44 status as a member of the faculty of the University.

45

46 (11) Other materials may be included, but they should be grouped separately *and not integrated*47 *into the materials referenced above*. If other materials are included, their role in supporting

48 the candidacy should be clearly identified and their bulk should be kept to a minimum.

49

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

119

c) Departmental Enrollment 1 Patterns and Projections

2 For decisions involving retention of a faculty member or the award of tenure to a faculty

3 member, the recommendation or decision which is made at each level (peer group, dean, FRC,

4 Provost, President) of consideration must take cognizance of the continuing need that the

5 University will have for the evaluatee's services. Recommendations for retention or tenure must

6 be compatible with the long-term instructional needs of the University.

7

8 7) Evaluation Areas

9 The evaluatee supports the statements in the Annual Activities Report through inclusion of relevant

10 materials in the dossier. These relate to the three major areas of evaluation, which the peer group

11 considers in reaching its decision.

12 a) Teaching Effectiveness

13 Teaching effectiveness is the most important element in the evaluation process. Materials

14 included should provide evidence of course planning, selection of course materials, and other

15 indicators of effectiveness as a teacher. Documentation may include examples of course syllabi,

16 tests, handouts, self- description of teaching methods, statement of colleagues following class

17 visitation, or other statements by colleagues. IDEA Reports for class sections rated using the

18 *Student Rating of Instruction* are included in this section of the dossier.

19

20 b) Professional Development

21 Professional development includes participation in professional societies, including

22 presentations; formal and informal interaction with university peers in professional matters;

23 participation in short courses and additional course work in professionally related areas;

24 completion of additional degrees; research in progress and publications; attainment of honors

25 and awards.

26

27 Faculty members serving on probationary appointments are expected to either already hold a
28 terminal degree acceptable to the University for the position held or else to be making
29 satisfactory progress toward the completion of such a degree according to a timetable that can
30 realistically (in the judgment of the University) result in the actual conferring of such a degree
31 upon the faculty member in advance of tenure considerations, if any.

32

33 The professional development of every faculty member is expected to include contributions to
34 the fund of knowledge in the appropriate discipline. Such contributions will ordinarily take the
35 form of scholarly publications in the refereed literature of the faculty member's discipline but
36 may, in certain disciplines (for example, the visual or performing arts), take the form of
37 exhibitions, performances, etc. that are subject to critical and scholarly review. This area of
38 evaluation will be given special emphasis in evaluations of members of the graduate faculty.

39

40 Documentation includes copies of transcripts, certificates, or diplomas; copies of research
41 proposals and awards of research grants; preprints or reprints of scholarly publications; reports
42 of referees or reviewers; and summaries of citations of the faculty member's scholarly work. A
43 current vita is included in this section of the dossier.

44

45 c) Service

46 Service includes service in the department, including advising, meeting classes regularly,
47 keeping posted office hours, carrying out departmental assignments, meeting deadlines, and
48 interpersonal effectiveness with colleagues; to the University, including attendance at faculty
49 meetings, performance on committees, cooperation with university policies and meeting
50 deadlines; and to the community in providing professional expertise in any way that makes the

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

120

community aware of the presence and concern of the University. 1 Documentation of the above
2 may be in the form of statements by department chair, administrative personnel, community
3 people or a self- report.

4

5 d) Other Considerations

6 In addition to evaluating a faculty member's performance, the peer group considers those
7 departmental trends which are likely to change the expectation of a continuing need for the
8 member's service. These trends are enrollment patterns, especially within the faculty member's
9 areas of specialization, and projections of need for services.

10

11 c. Promotions

12 1) Academic Rank

13 The faculty is arranged in a hierarchical system of academic ranks, representing successively higher
14 experience, accomplishments, expectations and recognition. For faculty members holding other than
15 adjunct appointment, these ranks are: Instructor, Assistant Professor, Associate Professor, Professor
16 and Distinguished Professor. Within each rank are listed first the minimum qualifications that anyone
17 in that rank must possess and second (where appropriate) the evaluation standards that must be
18 satisfied before promotion to that rank will be considered.

19

20 2) Terminal Degree

21 The expression "terminal degree" is defined to mean an earned doctorate other than a first
22 professional degree that is acceptable to the University as being suitable for the position held by the
23 holder of the degree. Examples of terminal degrees are Ph.D., Ed.D., D.B.A., D.A., Sc.D.,
24 D.S.W.; examples of doctorates that are not terminal are J.D., M.D., D.D.S., D.M.D., V.M.D.
25 Non-terminal doctorates may be considered terminal if held in conjunction with certain master's
26 degrees. Such exceptions must be individually authorized by the Provost.

27

28 3) Promotion Standards

29 Academic rank is bestowed by the Board of Visitors, consistent with the following requirements:

30

31 a) Instructor

32 An instructor normally holds at least the master's degree with a minimum of 18 hours of
33 graduate level work in the academic discipline in which service is rendered, preferably having
34 completed work toward the accepted terminal degree in this discipline. Evidence or promise of
35 competence in teaching, research and service is expected of faculty at the rank of instructor.

36

37 b) Assistant Professor

38 (1) Minimum Qualifications

39 An assistant professor normally holds the terminal degree in the appropriate field of
40 expertise.

41

42 (2) Evaluative Standards

43 A candidacy for promotion to assistant professor will be judged according to:

44 (a) evidence of exemplary performance in teaching;

45 (b) evidence of professional development;

46 (c) evidence of academic service;

47 (d) evidence of a history of predominantly positive evaluations;

48 (e) educational level;

49 (f) length of relevant professional experience, both academic and non-academic; and

50 (g) length of service to CNU.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

121

1 c) Associate Professor

2 (1) Minimum Qualifications

3 An associate professor must have:

4 (a) the terminal degree in the appropriate field of expertise, or functional equivalent

5 authorized by the Provost;

6 (b) at least four years of college or university teaching and/or relevant research experience

7 at the rank of assistant professor;

8 (c) at least two years of service at CNU; and

9 (d) a total of five years college or university teaching and/or relevant experience.

10

11 (2) Evaluation Standards

12 A candidacy for promotion to associate professor will be judged according to:

13 (a) evidence of successful compliance with the expectations of the rank of assistant
14 professor;

15 (b) evidence of exemplary performance in teaching;

16 (c) evidence of continuing professional development;

17 (d) evidence of outstanding academic service;

18 (e) history and promise of being a strongly contributing member of the department,

19 college/school, university and academic discipline;

20 (f) evidence of a history of predominantly positive evaluations; and

21 (g) extent to which minimum qualifications are exceeded.

22

23 d) Professor

24 (1) Minimum Qualifications

25 A professor must have:

26 (a) the terminal degree in the appropriate field of expertise;

27 (b) at least seven years of teaching and/or relevant research experience at the rank of
28 associate professor;

29 (c) a total of twelve years of teaching and/or relevant research experience; and

30 (d) at least four years of service to Christopher Newport University.

31

32 (2) Evaluation Standards

33 A candidacy for promotion to professor will be judged according to:

34 (a) sustained evidence of successful compliance with the expectations of the rank of
35 associate professor;

36 (b) sustained evidence of truly outstanding teaching effectiveness;

37 (c) sustained evidence of widely-respected professional development;

38 (d) sustained evidence of leadership and high achievement in academic service;

39 (e) sustained evidence of great stature as a member of the department, college/school,
40 university, and academic discipline;

41 (f) evidence of a history of strongly positive evaluations; and

42 (g) the extent to which minimum qualifications are exceeded.

43

44 e) Distinguished Professor

45 (1) Criteria and Eligibility

46 The academic rank of distinguished professor is an extraordinary honor that may be

47 accorded only those few teacher-scholars who have attained the rank of professor and who

48 have excelled to an exceptional degree in the areas of teaching, scholarship and service. It

49 is the intent of the University that promotion to the rank of distinguished professor will be a

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

122

rare event and that it will be a capstone of recognition for a highly 1 distinguished academic

2 career. Specific criteria for this rank include a record characterized by:

3

4 (a) superior teaching skills of recognized breadth and depth in the discipline;

5 (b) creative and extensive scholarly publication, establishing the nominee as a

6 scholar of exemplary national or international reputation; and

7 (c) distinguished public service, typically, but not exclusively, exemplified by the

8 application of scholarship and/or creative and artistic endeavors in addressing the

9 needs of the University, local, regional, or national communities.

10

11 (2) Only full-time, salaried members of the faculty holding rank in one of the University's

12 academic departments may hold the rank of distinguished professor. No more than three

13 percent of such faculty may hold the rank of distinguished professor at any given time. No

14 more than one member of any department may hold the rank of distinguished professor at

15 any given time. Because the professional record of a distinguished professor must be one of

16 extraordinary achievement sustained over time, any person recommended to hold this rank

17 shall have first held the rank of professor for at least twelve years.

18

19 (3) Review Procedures and Protocols

20 (a) Initiation and Departmental Action

21 *i.* The person initiating a nomination for promotion to the rank of distinguished

22 professor will inform the nominee and submit to the department chair of the

23 nominee's department a letter of nomination accompanied by the nominee's current

24 *vita*. The department chair will share the nomination, in confidence, with all full25

time, salaried members of the department. Self-nominations will not be

26 considered.

27 *ii.* The department will review the letter of nomination and the *vita*, and will request

28 supporting materials from the nominee. The nominee shall compile these materials

29 into an orderly, organized dossier.

30 *iii.* If the department supports the nomination, the department chair will write a letter

31 of support and forward this along with the nominee's dossier to the Faculty Senate.

32 The Faculty Senate may establish and promulgate deadlines each academic year for

33 receipt of all nominations to be considered in that academic year.

34 *iv.* If the nominee is the department chair, then the dean of the nominee's college or

35 school replaces the department chair in the processes described in this section.

36 (b) Peer Committee Action

37 *i.* The Faculty Senate will form a peer committee and designate its chair. This
38 committee will be composed of five sitting distinguished professors. If insufficient
39 numbers of distinguished professors are available, individuals holding the rank of
40 professor will complete the committee.

41 *ii.* The peer committee will meet and consider the merits of the nomination. In the
42 course of this consideration, the peer committee will seek written commentary
43 from the nominee's dean and from the Faculty Senate. The peer committee shall
44 make such commentary a part of the dossier.

45 *iii.* If the peer committee affirms that the rank of distinguished professor should be
46 awarded, it will forward that recommendation, with the dossier, to the provost.

47 Each academic year, any such recommendation must be received in the office of
48 the provost no later than March 1, so as to make possible action by the Board of
49 Visitors at its April meeting. Recommendations received after this deadline will be
50 considered in the following academic year.

51 (c) Administrative and Board of Visitors Action

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

123

The Provost will consult as he or she might deem appropriate and make a
2 recommendation to the President. The President, in turn, will make his or her
3 recommendation to the Board of Visitors. If approved, the promotion becomes
4 effective at the date specified by the Board of Visitors.

5

6 If at any point [department, peer group, Provost, or President] the action of the reviewing body or
7 office is not supportive of promotion, then the review process will cease, and the nominee and those
8 who have previously reviewed the candidacy will be so notified. In such an event, the nominee may
9 not be considered again for promotion to the rank of distinguished professor until at least two
10 complete (August to May) academic years have passed.

11

12 d. Tenure

13 1) Introduction

14 a) Christopher Newport University accepts the principle of tenure as stated in the Policies of the
15 Board of Visitors. No reference to other documents is intended or implied. An appointment
16 with tenure may be terminated by the University as provided by Board policy and university
17 regulations.

18 b) An appointment with tenure is granted to a faculty member only after the grantee has
19 demonstrated excellence of professional performance during a probationary period and only
20 upon clear and compelling demonstration of a continuing need by the University for the faculty
21 member's services.

22

23 2) Standards for Awarding Tenure

24 a) Minimum Qualifications

25 (1) Type of Service

26 Tenure is granted only to full-time faculty who hold rank in an academic department.

27 Part-time positions and T&R administrative positions do not, in themselves, qualify the
28 holder for tenure. However, a faculty member who earns tenure in an academic department
29 does not relinquish tenure because of the acceptance of an administrative position on a part30
or full-time basis.

31

32 (2) Years of Service

33 (a) The normal probationary period at CNU is six years, and can be extended for an
34 additional year for exceptional circumstances only by the Board of Visitors. Faculty
35 members with prior service may, on joining the faculty at CNU, be given credit for all
36 or part of that prior service, even if the total number of years of employment without
37 tenure is thereby extended beyond seven years (including one year under a terminal

38 contract if tenure is not awarded).

39

40 Service at one or more other academic institutions will ordinarily be counted as

41 satisfying no more than two years of the CNU probationary period.

42

43 (b) Leaves of absence are not counted as part of the probationary period except in those

44 instances where leave is granted for full- time teaching or research (not in pursuit of a

45 degree) at another institution of higher learning, in which case, with the approval of the

46 Provost, no more than one year may be counted.

47

48 (3) Candidates for tenure are normally required to hold the terminal degree in their field.

49 Exceptions must be justified on the basis of the standards in [XII-8-d-2)-b].

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

124

1 b) Evaluation Standards

2 A decision on tenure is based on two judgments: the long-range needs of the department and the

3 University, and the overall performance of the candidate. These judgments are independent and

4 tenure is awarded only if both judgments are positive. Since a tenure decision carries

5 long-range implications for all concerned, this decision is made with great care. The peer

6 group, dean, FRC, and Provost consider all previous recommendations and supporting evidence,

7 as well as information for the current year. Particular attention is given to the long-term needs

8 of the department, college/school, and University, and to the need for the candidate in fulfilling

9 the mission of the University.

10

11 e. Salary of Instructional Faculty

12 The amount of contractual salary to be offered each Instructional faculty appointee for each academic

13 year is determined annually by the Provost on the recommendation of the appropriate academic dean.

14

15 Such amount is to be consistent with relevant considerations of rank, seniority, educational achievements,

16 market forces and quality of service. (Regarding quality of service, the dean's recommendation is guided

17 by the results of applicable recent evaluations.) All final determinations of contractual salary are subject

18 to negotiation between the individual employee and the Provost (representing the University).

19

20 f. Student Rating of Instruction

21 1) Student Rating of Instruction serves two distinct functions: providing data to help evaluate teaching

22 effectiveness and providing guidance for improving instruction. The former function is served by

23 the IDEA Student Ratings of Instruction survey, which is administered University-wide in each class

24 section as directed by the Provost. Note that, the IDEA is not the sole instrument for evaluating

25 faculty teaching effectiveness.

26

27 2) IDEA Student Rating of Instruction are carried out by each department at a time specified by the

28 Provost, after mid-terms and before the last two weeks of each semester. Other evaluations of

29 teaching will be carried out by the departments at a time specified by the Provost. IDEA Student

30 Comments are copied and returned to the instructor with the IDEA reports.

31

32 3) IDEA Survey Review Procedures

33 Step 1: A faculty member who wishes to challenge the accuracy of any part of a IDEA report shall

34 file a written request for review with the Chair of the Faculty Review Committee. Any such request

35 should state with reasonable specificity the nature of the alleged discrepancy. All such requests must

36 be received by the committee chair within thirty days of the first day of classes of the next regular

37 semester. No action need be taken on requests filed after that date.

38

39 Step 2: The Chair of the Faculty Review Committee shall within seven days of the deadline

40 prescribed in item Step 1 above:

41 i. notify the appropriate department chair, the appropriate academic dean, and the Provost that
 42 the challenged IDEA survey results should not be used as a basis for any action or decision
 43 concerning that faculty member's welfare until notification has been received regarding the
 44 disposition of the challenge; and

45 ii. appoint three (3) members of the committee to serve as a review team for the particular
 46 request. The members of the review team appointed by the Chair shall be selected from
 47 departments other than the department of the requester; and

48 iii. acknowledge in writing to the faculty member concerned of the receipt of the request; and
 49 advise the faculty member of the membership of the review committee. Notice sent by
 50 campus mail to the requester shall be sufficient for this purpose.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

125

In no event shall the requester have access to any original data nor serve on the 1 committee appointed
 2 to review the request.

3

4 Step 3: The review team shall schedule a meeting date with the requester to review any alleged
 5 discrepancies within fourteen (14) days of its appointment. At least ten (10) days advance notice
 6 shall be given the requester of the meeting date. Notice sent to the requester by campus mail shall
 7 be sufficient for this purpose. At the meeting so scheduled, the review team shall be available to
 8 answer any questions regarding the formulation of the report.

9

10 Step 4: It will then be the responsibility of the review team to investigate the accuracy of the IDEA
 11 report. Should any discrepancy be discovered it shall be the responsibility of the review team to
 12 determine the effect, if any, that said discrepancy has or might have upon the requester's report.

13

14 Step 5: It shall be the responsibility of the review team to prepare and submit to the Chair of the
 15 Faculty Review Committee, within fourteen (14) days of the review meeting, a statement of the
 16 finding and any recommended action to be taken. A copy of this report shall be sent simultaneously
 17 to the requester. If the opinion of the review team states that a discrepancy does exist, the team's
 18 findings shall include therein a statement regarding the effect that said discrepancy has or might have
 19 upon the particular evaluation together with the recommended action to be taken.

20

21 Step 6: The Faculty Review Committee shall, by majority vote, either accept or reject the team's
 22 findings no sooner than seven (7) days and no later than fourteen (14) days after its submission to the
 23 Chair. A copy of the committee's decision shall be sent to the requester, the appropriate department
 24 chair and dean, and the Provost. Should the committee conclude that a discrepancy does exist, it
 25 shall specify in its decision the means by which to correct said discrepancy.

26

27 Step 7: Should the requester be dissatisfied with the decision of the Faculty Review Committee, the
 28 faculty member may file a written appeal, to the Provost. Should an appeal reach this stage, it will
 29 be with the understanding that in no event shall the requester have access to any original data. The
 30 Provost will act on any such appeal within thirty (30) days of its receipt.

31

32 Step 8: Should the FRC, its Chair, and/or Review Team fail to meet the responsibilities detailed above,
 33 the Provost shall, by such means as the Provost deems most appropriate to the circumstances, decide
 34 and rule upon all aspects of the challenge in question such
 decision to be rendered within ninety (90)

35 days of the date on which the Provost determines in writing that the responsibility has not been met.

36

37 4) Several kinds of data having potential relevance to an appeals process shall be kept for varying periods
 38 of time in the custody of certain offices at the University. These data, their respective custodians, and
 39 the length of time they will be retained are described below:

40

ITEM CUSTODIAN DURATION OF RETENTION

Response sheets completed by students Provost Office Until the last day of final examinations

of the following semester

IDEA Student Ratings of Instruction report
and original handwritten comments of
participating students

Provost Office Five years

41

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

126

Step 1. Written Challenge Initiated 1 by Faculty Member.*

2 Step 2. The Chair of FRC appoints review team with seven days. Requester notified by the

3 Chair of FRC of membership of Review Team.*

4 Step 3. Review Team schedules meeting with requester within fourteen days, with ten days
5 notice of meeting.*

6 Step 4. Review Team investigates accuracy of report.

7 Step 5. Review Team reports to the Chair of FRC within fourteen days.*

8 Step 6. FRC votes by majority on acceptance or rejection of Review Team's Report no sooner

9 than seven days and no later than fourteen days of its submission to the Chair.*

10 Step 7. Written Appeal to the Provost is initiated by requester.

11

12 *Dated copy sent at same time to (1) Chair of the Faculty Review Committee and (2) Provost.

13

14 9. Termination of Appointments

15 a. Tenured Faculty Appointments

16 The employment of a faculty member with a tenured appointment may be terminated at any time as a
17 consequence of:

18 1) retirement;

19 2) resignation;

20 3) failure of the faculty member to execute and return a new employment contract within the time

21 period specified by the University, such failure to be deemed a voluntary resignation;

22 4) physical or mental incapacity;

23 5) financial exigency as declared by the Board of Visitors;

24 6) noncontinuance of positions compensated by wages;

25 7) elimination or reduction of a program, department, or college/school;

26 8) declaration of an emergency, as made by specified Board resolution;

27 9) dismissal for one or more of the following causes:

28 a) incompetence in one or more areas of assigned responsibilities;

29 b) continuing neglect of duty in one or more areas of assigned job responsibilities;

30 c) academic misconduct in one or more areas of teaching, research, public service, or

31 administration;

32 d) physical or mental incapacity in one or more areas of assigned job responsibilities;

33 e) fraud or falsification of official documents, credentials, or experience;

34 f) violation of Board policies;

35 g) violation of the terms of the employment contract;

36 h) violation of the rights and freedom of students, Board members, or employees of the University;

37 and

38 i) conviction of a felony after initial employment.

39

40 b. Non-Tenured Faculty Appointments

41 1) General

42 There are seven (7) types of Instructional faculty appointments other than tenured appointments:

43 a) part-time Appointments;

44 b) temporary Appointments;

45 c) restricted Appointments;

46 d) probationary Appointments;

47 e) terminal Appointments;

48 f) adjunct Appointments; and

49 g) sponsored research Appointments.

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

127

Each of these Instructional faculty appointments is for the term specified in the 1 employment contract
2 and terminates automatically at its expiration date, subject to the right of tenured faculty members
3 only to be offered new employment contracts for the succeeding academic year and the right of
4 faculty members holding probationary appointment to receive reasonable notice in the event they are
5 not to be offered new employment contracts. The University is not obligated to show cause when a
6 nontenured faculty member is not offered a new employment contract.

7

8 2) Probationary Appointments - Reasonable Notice

9 Although a new appointment may be made for probationary faculty members in writing at the
10 University's discretion, the University is not obliged to show cause or state reasons when no new
11 appointment is made. Probationary faculty members who are not to be offered a new employment
12 contract are notified according to the following schedule:

13

14 a) Not later than the ninth (9th) Friday of spring term classes of the first academic year of service as
15 a probationary faculty member at the University, when appointment will not be offered for the
16 following academic year.

17

18 b) Not later than the first (1st) Friday of spring term classes of the second consecutive academic year
19 of service as a probationary faculty member at the University, when appointment will not be
20 offered for the following academic year.

21

22 c) After two or more consecutive years of service as a probationary faculty member at the
23 University, not later than the July 1 immediately preceding the academic year which is to be the
24 final year of service.

25

26 3) Termination within a term of employment

27 Employment of a faculty member with a nontenured faculty appointment may be terminated at any
28 time as a consequence of the circumstances under which a tenured faculty member may be
29 terminated at any time (see index: termination of non-tenured appointments).

30

31 c. Procedures for Termination Due to Financial Exigency and Elimination or Reduction of a Program,
32 Department, or College/School

33 For faculty members with tenured faculty appointments and for faculty members with other than faculty
34 tenured appointments within the term of their contract, terminations may be made as a result of financial
35 exigency or elimination or reduction of a program, department, or college/school. For such terminations
36 the following procedures are to be followed whenever reasonably possible and with reasonable timetables
37 established for steps (1) through (7) as determined by the Provost. In the event a step is not completed
38 on schedule, that step is omitted and the next step is begun.

39 1) The Faculty Hearing Committee (FHC) is notified by the President or the President's designee that
40 one or more terminations are being considered in accordance with the provisions of this subsection.

41

42 2) Within two calendar weeks of the date of the Presidential notification, the Provost presents to and
43 discusses with the FHC all information pertinent to the possible termination(s).

44

45 3) The FHC considers the information, formulates written recommendations concerning the proposed
46 termination(s), and forwards its recommendations to the Provost within four calendar weeks of the
47 Presidential notification. In formulating its recommendations, the FHC may request additional
48 relevant information and call upon other members of the University for advice.

49

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

128

4) If, after reviewing the FHC's recommendation, the Provost decides to continue the termination process, then the Provost notifies, in writing, within seven calendar weeks of the Presidential notification, those individuals immediately affected, specifying the reason(s) for the termination. A copy of the FHC's written recommendations accompanies this notification. Should the Provost decide not to continue the termination process, those individuals who would have been affected are notified and the process terminates at this point.

7

5) Following receipt of the Provost's recommendation, the President decides whether the termination(s) being considered will be carried out. If the President's decision is not to recommend termination to the Board of Visitors, the termination procedure ends. If the decision is to proceed with the termination(s), the President prepares a resolution of termination for presentation to the Board of Visitors. Termination results from passage of the resolution by the Board and becomes operative on the date specified in the resolution. Notification by certified mail is made by the President or the President's designee to the last known address of the terminated faculty member.

15

6) The Board of Visitors, at its discretion, may hold a hearing upon the written request of the affected faculty member(s). A request for a hearing must be filed within ten (10) calendar days of the certified mailing date of the President's notification of intent to present a resolution of termination to the Board. Absent such written request, all hearing rights are waived.

20

7) The University's grievance procedures do not apply to decisions concerning or resulting in termination under this section.

23

8) Order of Consideration of Positions

a) The order in which positions are normally considered for termination is:

(1) part-time appointments;

(2) temporary appointments;

(3) restricted appointments;

(4) terminal appointments;

(5) probationary appointments; and

(6) tenured appointments.

32

However, in all cases, the order of termination must be consistent with the academic needs of the department(s) in which reduction is made as determined by the Provost, with the approval of the President.

36

b) If a decision involves more faculty members holding like appointment that are to be considered for termination, discrimination among such members is based upon the results of the evaluations of these members for the past six years and other relevant documented evidence.

40

d. Procedures for Termination Due to Physical or Mental Incapacity

Termination for physical incapacity under section XII.9.a.4) or section XII.9.a.9)d) is based upon evidence that the faculty member will be unable to meet the faculty member's responsibilities for a period exceeding that covered by existing university regulations on leaves of absence for illness or other disability. Appropriate evidence of physical or mental incapacity is required. In considering termination of a faculty member under this subsection, the University will comply with applicable law(s) protecting the employment interests of handicapped individuals. If medical evidence establishes that the incapacity is likely to be temporary in nature, the University, as an alternative to termination, may, at its discretion, extend the leave period, with or without pay, for a reasonable period of time beyond its normal expiration. If the University initiates termination proceedings for physical or mental incapacity, the faculty member has access to the procedures for dismissal due to termination for cause set forth herein.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

129

e. Procedures for Termination Due to Dismissal for Cause

2 1) Preliminary Proceedings

3 When reason arises to question the fitness of a tenured faculty member or one whose nontenured
 4 appointment has not expired, the Provost of the university, in consultation with the faculty member's
 5 Dean, decides whether formal dismissal proceedings shall be initiated or whether some lesser
 6 sanction shall be imposed. If the Provost concludes that formal dismissal proceedings are
 7 appropriate, the Provost shall prepare and communicate to the faculty member a statement of
 8 charges, with reasonable particulars. This communication shall also advise the faculty member that,
 9 if the faculty member so requests, a hearing shall be conducted by a faculty committee. If within
 10 seven (7) calendar days of receipt of the statement of charges, the faculty member does not so
 11 request in writing to the Provost or the Provost's designee, the hearing is waived.

12
 13 If the faculty member does wish a hearing, the faculty member's written response to the Provost's
 14 notification should include an answer to the charges upon which the hearing will proceed. The
 15 hearing shall be conducted in accordance with the procedure outlined in Sec. XII. 9.e.2.b-f. If the
 16 faculty member waives a hearing, the Provost shall forward a recommendation to the President that
 17 the faculty member be dismissed. The faculty member may submit objections to this
 18 recommendation within five (5) calendar days. The President shall decide whether dismissal is
 19 appropriate in accordance with the Sec. XII. 9.e.2.f.

20
 21 (Note: In this and all other steps in the formal dismissal procedure, if the day on which an act is to
 22 be done falls on a Saturday, Sunday, or University holiday, the next regular business day becomes
 23 the operative date.)

24
 25 2) Formal Dismissal Procedures and Information

26 a) Faculty Dismissal Hearing Panel (DHP)

27 The Faculty Dismissal Hearing Panel (DHP) hears dismissal cases and advises the President on
 28 dismissals. The DHP consists of five (5) members of the Faculty Hearing Committee not
 29 previously concerned with the case who are selected by lot by the FHC Chair. The Provost and
 30 the faculty member are each allowed one peremptory challenge to the resulting membership on
 31 the DHP, and each is allowed one additional challenge for cause. Rulings on challenges for
 32 cause are made by the unchallenged members of the DHP, a majority being required to sustain a
 33 challenge for cause. Replacement of any member of the DHP excluded from service is by lot
 34 from among the remaining members of the FHC. If this process does not yield five (5)
 35 members eligible to serve on the DHP, the remaining places on the panel shall be filled by
 36 tenured faculty members not previously concerned with the case selected randomly from the
 37 roster of full-time Instructional faculty. Once empaneled, the DHP elects one of its members as
 38 chair.

39
 40 b) Notice of Hearing

41 If the faculty member has made a timely request for a hearing, the DHP, within three (3)
 42 working days of being empaneled, establishes a time, date, and place for the hearing and so
 43 notifies the faculty member, the President, and the Provost at least ten (10) calendar days before
 44 the hearing date.

45
 46 c) Pre-Hearing Conferences

47 The DHP chair may initiate pre-hearing conferences with the DHP, the Provost, and the faculty
 48 member for the purpose(s) of:

- 49 (1) establishing relevant facts which are not in dispute;
- 50 (2) exchanging and providing to the DHP copies of documentary or other evidence;

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

130

(3) clarifying the grounds upon which dismissal is being sought and the responsive answer of
 2 the faculty member;

3 (4) achieving such other objectives as will make the hearing fair, effective, and expeditious.

4

5 d) Hearing

6 (1) The formal hearing shall commence within twenty (20) calendar days from the date the
7 DHP is empaneled. However, this period may be extended for a reasonable additional time
8 at the discretion of the President if, in the President's judgment, commencing the hearing
9 within this period would create undue hardship for a party to the proceeding or a member of
10 the DHP or unreasonably interfere with the ordinary operation of the University.

11

12 (2) The faculty member has the right to be present at the hearing to present arguments and
13 evidence against the charges and/or may submit written documentation in the faculty
14 member's defense. During the hearing procedures, the faculty member and the Provost will
15 be permitted to have an academic adviser and/or counsel present.

16

17 (3) At the request of either party, one representative of each of one or more
18 educational/professional associations may attend the proceedings as observers.

19

20 (4) A record of the hearing will be made and a copy made available to the faculty member at no
21 charge.

22

23 (5) The recommendation of the DHP will be limited to addressing the charges which have been
24 brought against the faculty member and will be based upon evidence presented.

25 (6) The faculty member and the Provost (including their counsels and advisers) have the right to
26 confront and cross-examine all witnesses present. If a witness cannot or will not appear, the
27 DHP may consider a written, notarized statement for whatever probative value it might have
28 in the absence of an opportunity for cross-examination. The DHP Chair will assure in
29 general that witnesses are treated with an order of respect appropriate to an academic
30 hearing and will assure, in particular, that witnesses are not subjected to intimidation
31 through hostile questioning or other means.

32

33 (7) The University administration will cooperate to the extent reasonable under the
34 circumstances with the available documentary and other evidence. Although all witnesses
35 and evidence should be available at the time set for the hearing, in extraordinary
36 circumstances, the Chair of the DHP may grant brief and reasonable adjournments, not to
37 exceed two (2) working days, to prevent substantial prejudice to either party.

38

39 (8) In a hearing on charges of incompetence, the testimony may include that of qualified faculty
40 members from this or other institutions of higher learning.

41

42 (9) The DHP is not bound by strict legal rules of evidence, discovery, or procedure and may
43 consider any evidence, which is of probative value in formulating its recommendation
44 concerning the dismissal. Deviation from these procedures is not grounds for
45 reconsideration or reversal of the DHP's recommendation so long as the faculty member has
46 received a fundamentally fair hearing and neither the faculty member nor the University has
47 been unduly prejudiced as a result of technical error in the proceedings.

48

49 (10) The Chair of the DHP rules on all questions of procedure and is responsible for conducting
50 the hearing as expeditiously as possible without undue prejudice to the parties.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

131

(11) When the DHP has heard the testimony and received the evidence on 1 the dismissal charges,
2 the hearing terminates. Deliberations of the DHP after the close of the hearing are in
3 private conference.

4

5 e) Recommendation of the DHP

6

7 (1) The DHP submits its judgment on each specific charge and its recommendation of dismissal
 8 or no dismissal to the President within thirty (30) days of being empaneled, unless the
 9 President, at the President's discretion, extends the time period for good cause. For the
 10 recommendation of the DHP to be considered by the President, it must be submitted within
 11 the authorized time. The DHP is dissolved at the end of the time or at the end of
 12 submission of its recommendation, whichever comes first. The hearing record and all
 13 evidence are forwarded to the President.

14
 15 (2) The recommendation of the DHP must be supported by a majority of its members. Any
 16 member of the DHP who disagrees with the majority recommendation may prepare a
 17 minority report, which will be attached to the DHP recommendation submitted to the
 18 President.

19
 20 (3) The President sends a copy of the DHP's recommendation and minority report, if any, to
 21 the faculty member and to the Provost. Any claim that the DHP recommendation or any
 22 previous aspect of the dismissal proceedings has been affected by prejudicial impropriety or
 23 unlawful discrimination must be presented in writing with specificity for the President's
 24 consideration within five (5) calendar days of receipt from the President of a copy of the
 25 DHP recommendation.

26
 27 f) Decision by the President

28 If the President decides that dismissal is appropriate, the President prepares a letter of dismissal
 29 and notifies the faculty member or the faculty member's representative of the President's
 30 decision by sending this letter by certified mail to the last known address. This letter will advise
 31 the dismissed faculty member of the faculty member's right to appeal, the dismissal by
 32 requesting of the President, in writing within thirty (30) days of the date of posting of the
 33 President's letter of dismissal, a hearing by the Board of Visitors. If no timely request for a
 34 Board hearing is made, the hearing right is waived.

35
 36 g) Appeal to the Board of Visitors

37 In the event that a timely request for a Board hearing is made, the President shall so notify the
 38 Rector of the Board; and the Rector will establish the time, date, and place for the hearing and
 39 will notify the appropriate parties accordingly. The Board may proceed in whatever manner it
 40 deems appropriate to provide the dismissed faculty member a reasonable review of the dismissal
 41 action.

42
 43 h) Status of the Faculty Member During Dismissal Proceedings

44 During dismissal proceedings a faculty member may be suspended or assigned other duties in
 45 lieu of suspension at the discretion of the President. Such suspension or reassignment may
 46 occur at any time after reason has arisen to question the fitness of the faculty member. If, in the
 47 opinion of the President, the presence of a suspended faculty member on campus would present
 48 a threat to property or persons or disrupt any of the University's operations, the President may
 49 bar the faculty member from all or part of the University buildings and grounds. Any person so
 50 barred may request permission to return to campus to retrieve personal property while
 51 accompanied by a University official designated by the President. Salary continues during the

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

132
 period of suspension; however, no salary will be paid for periods 1 of time during which a
 2 suspended faculty member is employed elsewhere or is self-employed in a substantially full3
 time capacity.

4
 5 i) Confidentiality

6 Dismissal proceedings are considered confidential, and publicity or public statements are
 7 avoided unless authorized by the Dismissal Hearing Panel in order to gather information before
 8 or during its hearing.

9

10 J) Discontinuance of Compensation

11 The compensation of any faculty member, tenured or non-tenured, who is dismissed under this
 12 section will be discontinued as of the date of posting of the President's letter of dismissal. If the
 13 faculty member timely requests a Board hearing, and as a result of such hearing the dismissal
 14 decision is reversed, the faculty member will be compensated for the time period between
 15 posting of the President's letter of dismissal and any subsequent reversal of the dismissal
 16 decision.

17

18 k) Suspension of Notice of Termination/Employment Schedules

19 The schedules for notice of termination or intent to offer new employment contracts are not
 20 applicable to the affected faculty member during dismissal proceedings.

21

22 If, during the course of dismissal proceedings, an operative notification date passes without the
 23 University's offering an employment contract or giving notice that no employment contract will
 24 be offered for the following academic year, the affected faculty member does not thereby
 25 automatically become entitled to be offered further employment or compensation.

26 If the proceedings result in a decision not to dismiss, the faculty member will be entitled to
 27 whatever employment considerations the faculty member would have received in the absence of
 28 the dismissal proceedings.

29

30 l) Caveat to Nontenured Faculty Members

31 The procedural due process described in this section applies only to tenured faculty members
 32 and to non-tenured faculty members whose dismissal is sought for stated cause during the term
 33 of a non-tenured appointment. The existence of these procedures should not be construed by
 34 nontenured faculty members as limitation on the University's right to decline, without stating
 35 reasons, to offer new employment beyond the expiration of the nontenured appointment.

36

37 m) The grievance procedures provided below are neither applicable to the dismissal process nor
 38 available to faculty who have been dismissed.

39

40 10. Faculty Grievance Procedures

41 A grievance is an allegation by a faculty member that the faculty member has suffered direct material or
 42 professional injury as a result of a decision or action by an administrative officer of the University or a
 43 colleague that either misinterprets or misapplies existing policy, regulation, or law. The redress sought must
 44 be of a nature the University has the authority to provide. The grievance process is not intended to provide a
 45 means for challenging the merits of a lawfully promulgated policy or regulation or for reviewing the merits of
 46 a decision or action without substantial evidence that applicable policy, regulation, or law has been violated to
 47 the detriment of the grievant. For a grievance to be properly considered, therefore, the grievant must clearly
 48 identify 1) the decision or action in question; 2) the policy, regulation, or law allegedly misinterpreted or
 49 misapplied; 3) the facts supporting the allegation; and 4) the redress sought.

50

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

133

Termination of appointments and questions concerning salary, wages or other 1 compensation are not grievable
 2 matters under this section (Faculty Grievances Procedures).

3

4 a. Informal Grievance Procedures

5 The grievant presents to the person who made the decision or took the action in question a written
 6 request for reconsideration in light of the criteria for a proper grievance as set forth above. This request
 7 must be made within fifteen (15) calendar days of notification of the decision or action.

8

9 b. Formal Grievance Procedures

10 1) If the grievance has not been resolved through the informal procedures to the satisfaction of the
 11 grievant, the grievant may petition the Faculty Grievance Committee for consideration of the

12 grievance. If a petition is not filed with the Faculty Grievance Committee (FGC) within fifteen (15)
13 calendar days after notification of failure of the grievance to be resolved informally, the grievance is
14 terminated without recourse. The petition is directed to the Chair of the FGC and must clearly
15 identify, in writing: 1) the decision or action in question and the person against whom the grievance
16 is being filed; 2) the policy, regulation, or law allegedly misinterpreted or misapplied; 3) the facts
17 supporting the allegation; and 4) the redress sought.

18

19 2) The Chair of the FGC acknowledges in writing to the grievant and the person against whom the
20 grievance has been filed receipt of the petition within three (3) working days of receipt.

21

22 3) The Chair of the FGC may then call upon other members of the FGC or the University community
23 to assure that the petition has been timely filed and contains grievable matters and that the Informal
24 Grievance Procedures have been completed.

25

26 Only if these requirements are met is a grievance properly before the FGC. The Chair of the FGC
27 notifies the petitioner of the acceptance or rejection of the petition; this determination should
28 normally be determined within one week. If the grievance petition is rejected, the reason for
29 rejection is stated in the notification, which is also reported to the Committee members at that time.

30

31 4) If the grievance is properly before the FGC and remains unresolved, the Chair selects, by lot from
32 among the membership of the FGC, a Faculty Grievance Panel (FGP) consisting of three members.
33 If any member of the FGP is a member of the department of the faculty member filing the grievance
34 or if the FGP member feels that he or she has a conflict of interest, that member must state that and
35 be removed from the panel and another committee member will be chosen by lot. The party
36 defending against the grievance and the grievant are, in turn, allowed one (1) peremptory challenge
37 to the membership of the panel, and each party is allowed one (1) additional challenge for cause.
38 Challenges for cause are decided by the unchallenged members of the FGC, and replacement of any
39 member excluded from the panel is by lot from among the remaining members of the FGC. The
40 FGP elects one of its empaneled members to chair the panel.

41

42 5) The Chair of the FGP arranges with the concerned parties the time(s), date(s), and place(s) of
43 meetings(s) to consider the matters alleged in the grievance. The panel seeks initially, through
44 informal discussions, to assist the parties in reaching a resolution. If, however, resolution cannot be
45 reached through informal discussions, the panel may examine written statements and documents
46 submitted by both parties and interview individuals that may possess information relevant to the
47 grievance. If at any time during its consideration of the grievance a majority of the panel concludes
48 that the petition does not meet the requirement for proper consideration by the FGC, the panel may
49 recommend to the full FGC and its Chair that acceptance be revoked. Alternatively, the FGP may
50 state such conclusion in its final report.

Handbook 2007–2008 Edition Section XII

Instructional Faculty Personnel Regulations

134

6) The FGP shall complete its operations within thirty (30) calendar days of the 1 date the grievance
2 petition was filed with the FGC unless the time period is extended under the provisions of subsection
3 7) below. Within this time period, the FGP submits its signed report and recommendations to the
4 grievant and the party against whom the grievance is directed. The FGP report is also transmitted to
5 the administrative officer immediately above that against whom the grievance was directed or, in the
6 case of a grievance against the President, to the Board of Visitors. The officer receiving the
7 recommendation (or the Board, as appropriate) takes final action and notifies all concerned of that
8 action. Failure by the FGP to transmit its report within the 30-day limit (or extended time period if
9 applicable) dissolves the FGP and refers the case to the President for disposition.

10

11 7) The time periods set forth in the informal and formal grievance procedures may be extended at the
12 discretion of the President in extraordinary circumstances where adequate consideration of the
13 grievance would be impaired if limited to the time periods established in this section.

14

15 8) Independent of these grievance procedures, the Board of Visitors may hear appeals, of full-time
16 faculty on decisions of the President on matters of initial employment, promotions, tenure, or
17 terminations other than dismissal at its discretion. In order to request a discretionary Board hearing,
18 a written petition containing the particulars of the grievance and the grounds for seeking reversal of
19 the President's decision must be delivered to the President not later than five (5) working days from
20 the date of notification of the President's decision. The President will promptly transmit the petition
21 to the Board.

22

23 9) The grievance procedures described in this section are available to a faculty member with regard to a
24 particular decision, action, or recommendation only once. Once the opportunity for recourse
25 through these procedures has passed, or once the processes of this section have been initiated, they
26 cannot be initiated again relative to the same decision, action, or recommendation. Further
27 decisions, actions, or recommendations taken under the provisions of this section are not themselves
28 grievable in any fashion.

29

30 11. Emeritus Status

31 Upon retirement, a faculty member who has served with distinction and with at least ten (10) years of service
32 at Christopher Newport University (or seven years at Christopher Newport University if the faculty member
33 has at least 20 years of teaching/research service to academe or professional service and has attained the
34 academic rank of professor) may be awarded the rank of Professor Emeritus upon nomination and supporting
35 statement of the faculty member's department and dean, the recommendation of the Faculty Senate, the
36 recommendation of the Provost and the President, and the approval of the Board of Visitors. Emeritus
37 faculty enjoy many of the rights and privileges of full-time, salaried Instructional faculty. Emeritus faculty
38 will be issued a special *emeritus* sticker for their CNU identification card that will enable them to access
39 certain services available to full-time salaried faculty. These include faculty library privileges, access to the
40 Freeman Center and Trieshmann Fitness Center, a cost-free CNU email account, a one-course-per-semester
41 tuition waiver, and standard faculty discounts at the bookstore, Ferguson Center for the Arts, and athletic
42 events, and a cost-free parking decal for on-campus parking.

43

44 12. Personnel File

45 Every faculty member has the right to access and review his or her permanent personnel file during
46 normal business hours. If any document is placed in this file that has the potential to do harm to the
47 faculty member's personal or professional reputation, including but not limited to letters of complaint,
48 reprimand or admonition, the faculty member will be notified in writing. The faculty member has the
49 right to respond in writing and have the response placed in the personnel file. Unsubstantiated
50 complaints or accusations will be removed.